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COMMUNITY ARTS AND EDUCATION
Tuesday, November 19, 1991 4:30pm
San Francisco Art Commission Room 70

MINUTES

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Present
Commissioners: Stanley Eichelbaum, Daniel Genera, Rai Okamoto
Staff: Sonia Gray, Joanne Chow Winship, Jennifer Spangler

I) Director's Report (see handout)
In addition to the Director's report, it was noted that South of Market Culture Center is currently being audited through the City Controllers office by request of Grants for the Arts. Findings may be made available by the beginning of the year.

II) Granting Guidelines and Criteria (see handout for details)
Due to a lack of standards, guidelines and procedures to fund programs and the inability of organizations and staff to effectively evaluate their programs against such standards and directives, criteria and methods for allocating funds and evaluating programs have been developed by staff. The following is a list of granting programs that will be partially implemented FY 91-92 and fully implemented with a review panel process for FY 92-93.

1) Operating Grants (Hotel Tax Revenue/Grants for the Arts)
General operating support of San Francisco based nonprofit community organizations who do not receive funds from Grants for the Arts and are serving the needs of underserved populations. Examples of allocations include: Visitacion Valley Community Center; Hospitality House; Potrero Hill Neighborhood House; and the Sheriff's Re-Entry Art Program.

2) Project Grants (POPS Revenue/Public Art Fund)
To support specific art projects within the general scope of arts organizations and community organizations. The Commission welcomes request to initiate new projects, as well as request to strengthen or expand existing programs. Examples of allocations include: Hayes Valley Art Learning Center; SFAI Educational Symposium; Tenderloin Neighborhood Art Festival; and Neighborhood Art Collaboration (Puerta A Puerta) with Mission Cultural Center, Galeria de la Raza and Artist Television Access.

3) Arts In Development Grants (Grants for the Arts & Public Art Fund)
Short term funding for technical assistance in the areas of board and staff development, financial management, strategic planning, marketing/public relations, outreach/audience development, and artistic development. Due to limited funds, during FY 91-92, this program will only be available to the following cultural facilities: Bayview Opera House; Center for African and African American Art and Culture; Chinatown Neighborhood Arts Program; Mission Cultural Center; and South of Market Cultural Center.

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4) Community Youth Development Grants (Youth Arts Fund)
Support of cultural planning, services and partnerships that provide programs and unique opportunities that aide in the development of young artist. Grant categories include: Youth Arts Festival Grant; Cultural Center Youth Activity Grants; Social Service Youth Project Grants; Non-Profit Youth Art Grants; California Summer School for the Arts Scholarships; and Special Youth Project Grants.

Motion to approve Community Arts and Education granting guidelines and criteria.
Commissioner Eichelbaum recommended motion. Vote passed unanimously.

III) Memorandum of Understanding review process (see handout)
Currently, all of the cultural facilities with the exception of the Center for African and African American Arts and Culture have expired MOUs. The Chinatown Neighborhood Art Program's MOU expires December 31st. The discussion focused on the length, contract period, review times and review criteria for the MOUs. The committee decided on a two year contract to be implemented on a calendar year with biannual review. The renewed MOUs will cover the period of January 1992 - December 1992. The review process would be conducted by staff with recommendations to the CA&E program committee. Final approval would be made by the full commission.

Motion to approve Community Arts and Education MOU review process.
Commissioner Eichelbaum recommended motion. Vote passed unanimously.

IV) ArtHouse Report
Arthouse is currently involved in tenant selection for the two Redevelopment Agency funded live/work units at Sixth and Minna streets. Advertising has begun for the units and an application and selection panel are being developed. Artists will be interviewed in November; selection should be made by December; and the units are scheduled to be occupied February 1, 1992. In addition, a fundraising drive is beginning for corporate sponsorship of a Developer's Seminar and a reception to commemorate the ArtHouse five year anniversary in February.

V) Turk Filmore Building
The commission has been approached by interested parties in the commission owned Turk Filmore Building. Staff is currently meeting with Bureau of Architects and City Real Estate to determine the status and options of the building.

VI) Committee meeting schedule and locations (see handout)

Next meeting scheduled Tuesday, January 21, 1992 4:30pm San Francisco Art Commission Room 70

COMMUNITY ARTS AND EDUCATION
DIRECTOR'S REPORT
November 19, 1991

1) Personnel

Interviews are currently being held for the Administrative Assistant position, a decision will be made by early December. Interviews for the Arts Education Coordination position will begin on Tuesday November 26th. We have received 79 applicants to date and hope to have a decision by mid December.

2) Cultural Facilities

Meeting have been taking place between the Department of Public Works and the Commission staff to discuss building repair, maintenance and renovation processes. Art Commission capital improvement budget request were submitted to City Hall on November 13th, staff will now be working with Steve Nelson, staff to the Capital Improvement Advisory Committee on Art Commission request. Bayview Opera House received $17,700 for renovation of sewer system.

3) Technical assistance meetings with cultural centers

Staff has been meeting with the cultural center directors on a monthly basis to discuss development needs. Meeting are held every first Wednesday of each month from 3pm to 6pm at the Center for African American Arts and Culture. Issues of concern have included: capital improvements, building repair and maintenance, MOU negotiations, board and staff development, and funding.

4) Programs in the community

Staff is working to develop guidelines and criteria for funding programs in the community. Currently, six programs receive funding for art programs and festivals. These programs are: Sheriff's Re-Entry Program; Potrero Hill Neighborhood House; Hospitality House; Richmond Neighborhood Community Center; Sunset District Children's Program; and Visitacion Valley Community Center. This past summer, CA&E funded special project grants to Hayes Valley Art Center; Artist Television Access; SFAI Arts Education Symposium; Bayview Opera House and the Mission Cultural Center.

5) Grants

Community Arts and Education will be responsible for development of the California Arts Council State Local Grant and Hotel Tax Grant for the Arts. In an effort to increase funding possibilities for artist residencies, staff will be looking into the CAC Artist in Residency Program grants.

COMMUNITY ARTS AND EDUCATION
GRANTING GUIDELINES AND CRITERIA
(Draft #3 11/25/91)

OPERATING GRANTS are for general operating support of San Francisco based nonprofit community organizations who do not receive funds from Grants for the Arts and are serving the needs of underserved populations.

WHO MAY APPLY

- San Francisco community based nonprofit organizations that are providing cultural and/or artistic programs to underserved populations and/or special constituents;

- San Francisco nonprofit arts organizations that are not currently receiving Hotel Tax Funds from Grants for the Arts;

- San Francisco tax-exempt, 501(c)(3), nonprofit organizations or fiscally sponsored organizations;

- Applicants must reside and produce activities in the City and County of San Francisco.

- Organizations who can match allocation with cash and in-kind contribution.

CRITERIA FOR AWARDING GRANTS

1) Community Impact
   - Unique artistic and/or cultural contribution to the community in which the organization is located;

   - Whether and how effectively an identifiable community is to be served;

   - Demonstrated need for cultural and/or artistic programming in a specific community;

   - Community cooperation: demonstration of successful working relationships with one or more of the following, artists, parents, students, volunteers, etc;

   - Efforts to broaden community involvement either as participants or audience members.

2) Management Capability

- Evaluation of programs in relation to stated goals and mission of the organization;

- History of successfully carrying out programs or the ability to carry out proposed activity;

- Organizational and fiscal management: ability to carry out proposed activities;

- Realistic budget for the project and the organization;

- Strength of the organizations leadership (artist, staff and board).

3) Project Quality

- Qualifications, background and experience of the principal artists involved;

- Impact of activities or programs on the audience/community;

- Longevity and growth of project: is project a one time event or ongoing programming.

4) Grant History

- Has the organization successfully completed previous projects funded by the San Francisco Art Commission;

- The long-term impact of previous Art Commission grants, if any, on the organization.

GRANT PERIOD AND REPORTING

- Grants are awarded for activities taking place from July 1, 1991 to June 30, 1992 (FY 91-92);

- An interim site/program visit will be held between December 1, 1991 and January 30, 1992 or during actual program implementation. A final report is due by July 30, 1992.

- An organization that fails to submit a final report will be ineligible for further funding.

- If a project or program cannot be completed within the grant period, a grantee may submit a written request for an extension. The request must be made before the end of the grant period.

PAYMENT

- Successful applicants will receive 50% of the grant allocation between August 15th and September 1st, following receipt of an acknowledgment letter, any final report forms from the previous year and/or an invoice with the organization's or fiscal sponsor's federal ID number.

- The remaining 50% will be sent after interim site/program visit and receipt of an invoice with the organization's or fiscal sponsor's federal ID number.

CREDIT

- Grantees must credit the Community Arts and Education Program of the San Francisco Art Commission in all publications, posters and press releases.

PROJECT GRANTS are to support specific art projects within the general scope of arts organizations and community organizations. The Commission welcomes request to initiate new projects, as well as requests to strengthen or expand existing programs.

AMOUNT OF GRANTS

- Project grants may fund between $1000 and $5000.

WHO MAY APPLY

- San Francisco community based nonprofit organization that is providing cultural and/or artistic programs to underserved populations and/or special constituents;

- San Francisco tax-exempt, 501(c)(3), nonprofit organization or fiscally sponsored;

- Applicant must reside and produce activities in the City and County of San Francisco;

- Organizations with a projected cash match of at least one dollar for each grant dollar requested.

CRITERIA FOR AWARDING GRANTS

1) Community Impact
   - Unique artistic and/or cultural contribution to the community in which the organization is located;

   - Whether and how effectively an identifiable community is to be served;

   - Demonstrated need for cultural and/or artistic programming in specific community;

   - Community cooperation: demonstration of successful working relationships with one or more of the following, artists, parents, students, volunteers, etc;

   - Efforts to broaden community involvement either as participants or audience members.

2) Management Capability

- Evaluation of project in relation to stated goals and mission of the organization;
- History of successfully carrying out programs or the ability to carry out proposed activity;
- Organizational and fiscal management: ability to carry out proposed activities;
- Realistic budget for the project;
- Marketing: soundness of plan and quality of materials;
- Strength of the organizations leadership (artist, staff and board).

3) Project Quality

- Artistic quality;
- Qualifications, background and experience of the principal artists involved;
- Impact of activity or project on the audience/community;
- Artistic risk: introduction of new or untried project.

GRANT PERIOD AND REPORTING

- Grants are awarded for projects taking place from July 1, 1991 to June 30, 1992 (FY 91-92);
- A project visit is optional. A final report is due by July 30, 1992 or by completion of project.
- An organization that fails to submit a final report will be ineligible for further funding.
- If the project cannot be completed within the grant period, a grantee may submit a written request for an extension. The request must be made before the end of the grant period.

PAYMENT

- Successful applicants will receive 100% of the grant allocation following receipt of an acknowledgment letter, any final report forms from the previous year and/or an invoice with the organization's or fiscal sponsor's federal ID number.

CREDIT

- Grantees must credit the Community Arts and Education Program of the San Francisco Art Commission in all publications, posters and press releases.

ARTS - IN - DEVELOPMENT GRANT provide short term funding for technical assistance in the areas of Board and Staff Development, Financial Management, Strategic Planning, Marketing/Public Relations, Outreach/Audience Development, and Artistic Development.

APPLICATION PROCESS

- RFPs from consultants or service providers interested in providing technical assistance in the above mentioned areas to the following organizations will be accepted;

- Due to limited funds, only the following organizations are eligible to receive services: Bayview Opera House; Center for African and African American Art and Culture; Chinatown Neighborhood Arts Program; Mission Cultural Center and South of Market Cultural Center.

AMOUNT OF GRANTS

Amount of grant is dependent upon budget limitations, proposals received, scope of organization's needs, and length of service.

CRITERIA FOR AWARDING GRANTS

- Qualifications of the consultants or service providers;

- Commitment of the board and staff to work with the consultant or service provider;

- Consultants knowledge of the organization and/or community in which the organization is located;

- Potential of the consultancy to produce measurable results or positive change within the organization;

- Appropriateness of the proposal to the needs or capabilities of the organization;

- Potential of the consultant or service provider to do follow-up if needed.

PROJECT REPORTING

- A written final report will be required by consultant or service provider within thirty days of the completion of the consultancy program;

- An evaluation by the organization of the consultant or service provider and consultancy program will be required within thirty days of the completion of the consultancy program.

PAYMENT

- Consultants or service providers will receive 50% of thetotal fee upon receipt of three party contract (grantor, consultant/service provider, organization);

- The remaining 50% will be received after thereporting process has been completed.

COMMUNITY YOUTH DEVELOPMENT GRANTS are to support cultural planning, services and partnerships that provide programs and unique opportunities that aide in the development of young artists.

TYPES OF GRANTS

- **Youth Arts Festival Grant** is allocated to one of the Bay Areas most unique cross cultural and family oriented events, an annual festival of San Francisco's young artists. The festival celebrates the performing and visual art talents of these artists in three school day events for students and one family day event.

- **Cultural Center Youth Activity Grants** are available to city owned community/cultural centers. Activities must be held at the center's facility or a location within the center's community or district.

- **Social Service Youth Project Grants** are for art and cultural projects that meet the needs of special constituents, alternative schools or underserved populations.

- **Non-Profit Youth Art Grants** are allocated to non-profit art organizations providing youth art activities or programs in partnership with a school, hospital or youth facility.

- **California Summer School for the Arts Scholarships** for San Francisco youth from underserved communities only.

- **Special Youth Project Grants** are allocated to individual artists in partnership with a school, or community members.

AMOUNT OF GRANTS

Grant size is limited to budget availability. Grants not awarded in the current fiscal year will be given priority in thefollowing fiscal year.

WHO MAY APPLY

San Francisco tax-exempt, nonprofit organizations, community or cultural centers, individual artist, which:

- Have the local community or partner organization's support to provide coordination and services for the proposed program;

- Provide services to the community and/or youth and regards these as a significant part of its activities;

- Have a projected cash match at least equal to the amount requested for this project, scholarship and special project categories exempt;

- Organizations or partnerships with a paid staff person.

CRITERIA FOR AWARDING GRANTS

- Quality of project: clear focus, significance of project to community and youth;

- Artist(s): appropriateness of artist(s) and the artist role(s) for the project;

- Accessibility of project to targeted populations or constituencies;

- Planning and Evaluation: clear plans and time frame for completion; plans for evaluation;

- Administration: clear management and financial accountability;

- Evidence that the services meet an important or widespread need in the community;

- Creates a new partnership or strengthens an existing one between an arts organization or artist and a school, hospital, youth facility, etc, which could offer a model of cooperative working relationships;

- Reaches out to new constituencies or manifests innovation in community youth development;

- Scholarships will be awarded to selected California State Summer School for the Arts participants.

GRANT PERIOD AND REPORTING

- Grants are awarded for projects taking place from July 1, 1991 to June 30, 1992 (FY 91-92);

- A project visit will be held at a prearranged time. An interim report is due 2 weeks after midpoint of project time line. A final report is due by July 30, 1992 or by completion of project.

- An organization that fails to submit a final report will be ineligible for further funding.

- If the project cannot be completed within the grant period, a grantee may submit a written request for an extension. The request must be made before the end of the grant period.

PAYMENT

- Successful applicants will receive 75% of the grant allocation following receipt of a contract, any final report forms from the previous year and/or an invoice with the organization's or fiscal sponsor's federal ID number.

- The remaining 25% will be paid after receipt of the interim report.

CREDIT

- Grantees must credit the Community Arts and Education Program of the San Francisco Art Commission in all publications, posters and press releases.

COMMUNITY ARTS AND EDUCATION
MEMORANDUM OF UNDERSTANDING
REVIEW PROCESS

Expired MOU's:

Bayview Opera House	July 6, 1987 - July 31, 1988
Mission Cultural Center	Sept. 6, 1989 - June 30, 1990
South of Market	July 1, 1989 - June 30, 1991

Chinatown's MOU will expire in December 1991. July 1, 1990 - Dec. 31, 1991

1) Length of MOU's: two year contracts

2) Contract period: calendar year

3) Review process: biannually

4) Items for review: (as stated in current MOU's)

<u>Mission, Bayview, SOMAR</u>

a) Funding - quarterly financial reports and annual report
b) Personnel - one full time employee to conduct building maintenance and one employee responsible for bookkeeping and reports.
c) Policies and program schedule - quarterly programming reports and a program plan outlined in by-laws.
d) Insurance requirement - Workman's Compensation; Comprehensive General Liability; Single Limit Bodily Injury and Property Damage; for SOMAR - additional Comprehensive General Liability and Comprehensive Automobile Liability Insurance .
e) Crediting - "In partnership with the SF Arts Commission/Community Arts and Education Program"
f) Right to access and possession - public safety emergency access and facilities repair and maintenance and renovation responsibilities.
g) Building occupancy - assembly occupancy as detailed by city code.
h) MOU negotiation process - three months before the date of renewal.

<u>Chinatown</u>

a) Term of space use - community room; south gallery; auditorium, other center spaces.
b) Role of CNAP Director
c) Co-operation of calendar - the Foundation and program

5) Additional items for review:

a) Board by-laws and articles of incorporation
b) Board and staff development process
c) Community/membership review or annual meeting

City and County
of San Francisco

THE ARTS
COMMISSION
OF SAN FRANCISCO

25 Van Ness Avenue
Suite 240
San Francisco, CA 94102
(415) 554-9671
FAX # 621-3868

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Civic Art Collection
Civic Design Review
Neighborhood Arts
POPS Symphony Concerts
Public Art Program
Street Artists Licenses

Suite 430
State-Local Partnership
415-554-9677
ArtHouse
415-554-9679

Arts Commission Gallery
155 Grove Street
415-554-9682

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING SCHEDULE

Tuesday, January 21, 1992 4:30pm
San Francisco Art Commission Room 70

Tuesday, March 17, 1992 4:30pm
Bayview Opera House 4705 Third Street (415) 824-0386

Tuesday, May 19, 1992 4:30pm
Center for African & African American Arts and Culture
762 Fulton Street (415) 928-8546

Tuesday, July 21, 1992 4:30pm
South of Market Cultural Center 934 Brannan Street (415) 552-2131

Tuesday, September 15, 1992 4:30pm
Mission Cultural Center 2868 Mission Street (415) 821-1155

Tuesday, November 17, 1992 4:30pm
Chinatown NAP 750 Kearny Street, 3rd Floor (415) 957-1146

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, January 21, 1992 4:30pm
San Francisco Art Commission Room 70A

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AGENDA

1) Art House
   a) Update on the Sixth Street Project
   b) Developers' seminar

2) Director's report

3) MOU Process

4) Capital Improvement

5) Bureau of Building Repair

6) Turk/Fillmore Building

Next meeting date: Tuesday March 17, 1992 4:30pm
Bayview Opera House

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COMMUNITY ARTS AND EDUCATION
Tuesday, January 21, 1992 4:30 pm
San Francisco Art Commission Room 70A

MINUTES

Present
Commissioners: Stanley Eichelbaum, Genny Lim
Staff: Sonia Gray, Jessica Richter, Anna Scott, Jennifer Spangler

Meeting called to order by Commissioner. Eichelbaum 4:45pm.

1) **ArtHouse Report,** Jennifer Spangler

Update on the 6th Street Live/Work Project: construction has begun, artists selections have been made and will be moving into the units by March 15th. The artists selected currently live in the Tenderloin.

Developers' Seminar: the seminar for developers of live work space is underway, interest is great, invitations will be in the mail by Feb. 5th. The focus of the seminar is to educate the real estate community about live/work space for artist.

2) **Director's Report,** Sonia Gray

Introduction of CA&E staff: Jessica Richter, Arts Education Coordinator, is surveying local arts organizations for information on arts education activities locally and developing program options for FY 92-93. Anna Scott, Administrative Assistant, explained the repair and maintenance system she developed and is now using for reporting and tracking cultural centers' facility problems. Anna is looking into the possibility of a Calendar/Newsletter to facilitate events between the Cultural Centers and Programs in the Community.

Cultural Centers Executive Directors meeting: Sonia met with the Cultural Centers Executive Directors on.1/8/92 to discuss strategies for the new year. Presentations were made by the San Francisco Fair and Yerba Buena Gardens to discuss the possibilities for collaborations and resources that could be provided by Yerba Buena for the centers. Maya Rath informed the centers of the POPS and the possibility of submitting proposals/bids for decorations.

A Technical Assistance pilot program for the cultural centers will be implemented March 1 - June 30. CA&E will be working with Circuit Network, a non-profit management agency, to implement the TA program. Initial focus areas will be Board, financial, and staff development.

Hazard Materials Permits will be required for all city owned facilities beginning FY 92-93. All cultural centers have undergone inspections and will be required through the Arts Commission to secure permits. The Dept. of Public Health has sponsored a seminar and developed a guide for all city departments in preparing for the permit. The permit will have to be secured by the Commission for our facilities. Dept. of Public Health has estimated a cost of $11,000 for Art Commission permits.

Site visits are now being conducted with organizations that are funded through the CA&E program. This will give the Commission an opportunity to establish a relationship with the local arts community and to assess the types of programs funded. Final reports will also be requested of the programs so that CA&E can review how funds are being spent.

The Costume Bank, will be moving from CAAAC back to its original home in SOMAR. The move should be completed by March 31.

3) **MOU**

CA&E staff is currently reviewing MOUs for Bayview, Chinatown, SOMAR and Mission. Staff anticipates having the review completed by Feb. 1992.

SOMAR. Ms. Gray has been meeting extensively with SOMAR staff. Currently they have no executive director and have formed a management committee of five staff members. The Board of Directors of SOMAR. have been very unresponsive to the staff and CA&E. The staff has recommended that the Board seek new members in order to begin to provide leadership and guidance to the center that has been long over due and needed. Grants for the Arts has requested, initiated and completed an audit of SOMAR's financial situation by the City Auditor's Office. Based on the audit, it is clear that the current Board is unable to effectively oversee actions of the center. Commissioner Lim suggested that the staff reevaluate the Board and seek new members. CA&E is supporting SOMAR staff in their actions to recruit new board members. Ms. Gray is recommending that the Commission not renew the MOU with the current Board of SOMAR. The CA&E Program Committee of the Commission supports this action.

Bayview. The Board needs a long term plan for improving the Opera House programming and assistance in financial development of the organization. They are willing to work with CA&E staff using the Technical Assistance program to develop an action plan for organization stabilization.

CAAAC. Since the signing of the lease, staff has been extremely impressed with the new Board. They have been financially supportive of the Center and have contributed extensively to funding needs.. The resident companies of CAAAC have created an executive council that is represented on the Board. The Board is very responsive to CA&E and conducts peer reviews and retreats every six months.

MCC. Has just completed board recruitment with the majority of new members representative of the community in the Mission District. They have begun board development and will continue through the Technical Assistance program.

Master Plan & MOU. According to Com. Eichelbaum, the Master Plan was the original plan developed by the Bureau of Architects in 1982 specifying how the buildings should be renovated in order for them to function as cultural centers. This document is deficient as it is merely a bundle of blue prints and contains no budgetary or scheduling information or impact studies. Whenever funds are allocated for capital projects, Bureau of Architects works from these blue prints without taking into consideration actual needs of the Cultural centers. The cultural centers would like to review the eighth article of the MOU as it refers to the Master Plan.

4) **Capital Improvement** (see attached)

Staff has submitted the capital improvement budget to Capital Improvement Advisory Committee staff for review. Priority projects for 92-93 include CAAAC roof, MCC bathroom facility, and misc. facilities maintenance funds. Total budget request for 92-93 is $1,091,000.

5) **Bureau of Building Repair** (see attached)

CA&E staff meet with BBR staff to discuss what repair issues the Bureau could handle and what the Commission is responsible for. Funding types and priority repairs were reviewed and are explained in the attached documents. See BBR and CAE meeting 1/7/92 and DPW facilities maintenance budget.

6) **Turk/Fillmore Building** (see attached)

This vacant, damaged building is owned by CA&E. Initially it was viewed as a potential cultural center. As the cost for restoring this building is greater than the funds CA&E has, and considering that the current cultural centers are all in need of major renovation work, Sonia Gray, Director of CA&E has proposed that it be sold or that the City enter into a joint venture with a private investor in order to generate money to repair the other buildings. A walk through of the site is scheduled for Friday, January 24 at 3pm. Commissioners are invited to attend.

Next meeting scheduled for Tuesday, March 17, 4:30 pm at the Bayview Opera House.

Meeting adjourned at 5:55pm by Commissioner Eichelbaum

1992-93 CAPITAL PROGRAM - SORTED BY DEPARTMENT (DEPARTMENT REQUEST) AMOUNTS IN THOUSANDS

DEPARTMENT: 28 ART COMMISSION

RECOMMENDED/APPROVED PROJECTS		FACILITY	PRIOR YEARS	1992	1993	1994	1995	1996	1997	TOTAL
FG/FUND: 01/001 GENERAL FUND										
10 113.90.102	155 GROVE ST., PARAPET REPAIR (FCM)	ART COMMISSION BUILD	0.0	102.5	0.0	0.0	0.0	0.0	0.0	102.5
11 113.92.101	EXTERIOR REPAIRS	ART COMMISSION BUILD	0.0	64.0	0.0	0.0	0.0	0.0	0.0	64.0
113.85.103	MISSION CULTURAL CENTER, IMPROVEMENTS	MISSION CULTURAL CEN	0.0	0.0	966.6	960.0	466.1	0.0	0.0	2,392.7
1 113.92.102	VARIOUS REPAIRS	MISSION CULTURAL CEN	0.0	43.2	0.0	0.0	0.0	0.0	0.0	43.2
113.91.101	REPAIR MAIN SEWER LINE	SO SAN FRANCISCO OPE	17.7	0.0	0.0	0.0	0.0	0.0	0.0	17.7
2 113.92.103	VARIOUS REPAIRS	SO SAN FRANCISCO OPE	0.0	16.0	0.0	0.0	0.0	26.5	0.0	42.5
113.85.102	SOM CULTURAL CENTER, IMPROVEMENTS	SOUTH OF MARKET CULT	0.0	0.0	1,423.0	1,506.0	0.0	0.0	0.0	2,929.0
4 113.90.106	SOM CULTURAL CENTER, EAST WALL, WATERPROOFING	SOUTH OF MARKET CULT	0.0	219.0	0.0	0.0	0.0	0.0	0.0	219.0
3 113.92.104	VARIOUS REPAIRS	SOUTH OF MARKET CULT	0.0	18.0	0.0	0.0	0.0	0.0	0.0	18.0
113.85.104	WESTERN ADD. CULTURAL CENTER, IMPROVEMENTS	WESTERN ADDITION CUL	0.0	0.0	1,106.1	975.0	0.0	0.0	0.0	2,081.1
113.87.201	WESTERN ADD. CULTURAL CENTER, REPLACE DOORS	WESTERN ADDITION CUL	0.0	0.0	8.8	0.0	0.0	0.0	0.0	8.8
5 113.92.105	VARIOUS REPAIRS	WESTERN ADDITION CUL	0.0	15.5	0.0	0.0	0.0	0.0	0.0	15.5
6 113.79.101	VARIOUS LOCATIONS, MISC. FACILITIES MAINTENANCE PROJ.	ART COMMISSION-VAR	17.5	42.5	25.0	25.0	25.0	25.0	0.0	160.0
7 113.85.101	VARIOUS LOCATIONS, MONUMENT REHABILITATION	ART COMMISSION-VAR	0.0	55.0	50.0	0.0	0.0	0.0	0.0	105.0
8 113.90.101	VARIOUS CENTER, MODIFY HEATING SYSTEMS	ART COMMISSION-VAR	0.0	65.9	0.0	0.0	0.0	0.0	0.0	65.9
9 113.90.103	VARIOUS CULTURAL CENTERS, EXTERIOR PRESERVATION (FCM)	ART COMMISSION-VAR	0.0	175.3	0.0	0.0	0.0	0.0	0.0	175.3
113.90.104	ELECTRICAL AND MECHANICAL SYSTEMS REPLACEMENT/ADDITIONS	ART COMMISSION-VAR	0.0	63.6	0.0	0.0	0.0	0.0	0.0	63.6
113.90.105	VARIOUS CULTURAL CENTERS, FLOOR REPAIRS (FCM)	ART COMMISSION-VAR	0.0	89.3	0.0	0.0	0.0	0.0	0.0	89.3
113.92.106	MISC FACILITIES MAINTENANCE CULTURAL CENTERS	ART COMMISSION-VAR	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
FG/FUND TOTALS			35.2	969.7	3,579.5	3,466.0	491.1	51.5	0.0	8,593.0
FG/FUND: 01/005 GENERAL FUND-PROJECT										
1 113.87.202	WESTERN ADD. CULTURAL CENTER, REPLACE ROOF (FCM)	WESTERN ADDITION CUL	0.0	121.5	0.0	0.0	0.0	0.0	0.0	121.5
FG/FUND TOTALS			0.0	121.5	0.0	0.0	0.0	0.0	0.0	121.5
FG/FUND: 88/887 EQ REPAIR BONDS II										
EQ II-52	PRESERVATION WORK	TURK SUB-STATION AND	18.0	0.0	0.0	0.0	0.0	0.0	0.0	18.0
EQ II-57	PRESERVATION WORK	SOUTH OF MARKET CULT	18.0	0.0	0.0	0.0	0.0	0.0	0.0	18.0
FG/FUND TOTALS			36.0	0.0	0.0	0.0	0.0	0.0	0.0	36.0
DEPARTMENT TOTALS			71.2	1,091.2	3,579.5	3,466.0	491.1	51.5	0.0	8,750.5

Bureau of Building Repair and
Community Arts and Education Meeting
January 7, 1992
excerpts of meeting notes

FUNDING TYPES

1) Facilities Maintenance Funds are available through BBR. These are strictly emergency funds and routine repairs. This money is "shared" between the 250 city facilities maintained by the BBR.

a) BBR has allotted each cultural center approximately $25,000
b) These monies are neither charged against CA&E nor Art Commission Budgets.
c) This fund covers only Priorities 0 - 1. (see "Document A")

2) Capital Projects Funding is done through the Capital Improvements Advisory Committee. These are primarily capital improvement projects.

a) BBR provides estimates of cost for project to be approved
b) These monies are made available through the CA&E budget
c) This type of funding covers major projects and renovations.

3) Maintenance and Repair Funds are funded through Capital Improvement Advisory Committee. Funds are budgeted through CA&E and work ordered to to BBR. These funds may be used for Priorities 2- 4.(see "Document A")..

a) If a proposed project deemed priority 2, 3, or 4 ...
   1) BBR provides formal estimate
   2) CA&E reviews estimates; if approved, a work order is cut
   3) Work order is approved through controller's office and may take up to six weeks
   4) Approved funds are then transferred to BBR
   5) BBR drafts schedule of proposed repairs
b) Total funds may be work ordered to BBR at the beginning of each fiscal year to avoid time delay in projects.

4) Supplemental Appropriation Funding is a re-prioritization of an existing budget in order to fund a project of Priority 2 - 4 for which original Capital Improvement or Maintenance and Repair funding was denied.

a) These funds need to be approved by the Board of Supervisors
b) The funds would be made available through budget cuts and trade-offs (i.e. other projects for which funding has been previously approved.)

Bureau of Building Repair and
Community Arts and Education Meeting
January 7, 1992
excerpts of meeting notes

BUILDING REPAIRS AND MAINTENANCE PROCEDURES

*In the past each cultural center has called directly to BBR for all repairs and improvements.
*This has created confusion and budget problems for CA&E which is responsible for authorizing funds for all services falling under Priorities 2 - 4 which were provided by BBR.
*Effective January 9, 1992 Anna Scott, Administrative Assistant to Sonia Gray, will be the liason between the cultural centers and BBR.
*All repair requests should be reported to Anna who will document the call, confer with Sonia Gray, and then act accordingly.
*These new procedures will facilitate programming with construction, to best serve the constituents of each center (For example, the MCC experienced major programming disruption when a project originated by the Bureau of Architects was not discussed between the involved parties).
*New procedures will also alert CA&E to structural problems that may require the allocations of Capital Improvement and/or Maintenance and Repair funds, such as the continual leaky roof at CAAAC.

SPECIFIC BUILDING PROBLEMS

The Center for African and African-American Art and Culture

The Roof

*This roof has caused continual problems for the center and has been repaired several times.
*At one time, the roof was improperly repaired, leaving only one side with adequate drainage.
*BBR has determined that continual patchwork to the roof is inefficient structurally and suggests that the roof be replaced entirely.

*They estimated that partial roof replacement would cost $121,500.
*A new roofing system would cost $250,000.
*Currently, BBR is working on an estimate for alternative plans for temporary repair until funds can be located for a new roof.

The Dance Floor

*A new dance floor has been requested and designed by Kola Thomas

Bureau of Building Repair and
Community Arts and Education Meeting
January 7, 1992
excerpts of meeting notes

*As this is a Priority 3 project, funds must be found by CA&E to pay for the floor.
*Until funds are available, work cannot begin.

Bayview Opera House

Sewer System

*Funds have been allocated for this capital project.
*CA&E has work ordered funds to BBR.
*As soon as funds are approved, BBR will propose a time line of construction to CA&E and Bayview.
*Once the time line is approved by CA&E, work will begin.

Mission Cultural Center

Security and Fire Alarm Systems

*Systems has a recurring problem.
*BBR will continue to monitor systems until problem is solved

South of Market Cultural Center

Building Code Violations

*Various problems have occurred due to a lack of general renovation prior to building occupancy by the staff.
*Capital Improvements funds are currently being requested for building repair.

DEPARTMENT OF PUBLIC WORKS
Bureau of Building Repair

FACILITIES MAINTENANCE BUDGET
1991-92 225 Public Buildings

Due to reduced funding for several years, public building maintenance has been deferred drastically and the physical plant requires larger outlays for breakdowns and emergency repairs. This leaves very few resources for routine "day-to-day" maintenance.

Explanation of Priorities

"O" priority is for day-to-day planned routine and emergency repairs. Specific repair project classified as "essential" are designated as priorities 1 through 4. Priorities 5 through 8 represent the same kind of work but are classified as "desirable" should funding be available.

PRIORITY "O" - Planned Routine and Emergency Repairs. This includes planned work such as annual inspection and servicing of boilers, pressure vessels, pumps, motors, fans, compressors, air-conditioning and refrigeration equipment, etc., requiring periodic inspection and overhaul. Routine is the unanticipated, but necessary routine repairs of building components, such as relamping, plumbing, stoppages and leaks, vandalism repairs, locks and re-keying, repairs to walls, ceilings, floor finishes, doors, windows, cabinets, etc. Emergency work is that required for the protection of life or property or for the continuance of a vital City service.

PRIORITY "1" - Health and Safety. Work concerning matters of life, health and safety, including CAL/OSHA, fire, health, housing and building code violations.

PRIORITY "2" - Preservation of Property Values. This category includes a wide variety of work necessary to preserve buildings and structures to forestall additional deterioration, such as roof and gutter repairs, waterproofing, exterior painting for corrosion protection; repairs to the basic plant utilities, such as electrical, mechanical, plumbing and sewage systems.

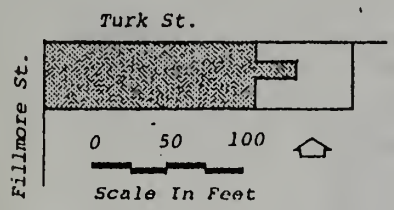
PRIORITY "3" - Increase in Efficiency. Minor alterations or improvements for more effecient operation of offices, such as additional electrical or telephone outlets, bulletin boards, shelving, etc.

PRIORITY "4" - Appearances and Modernization. This includes a variety of work necessary to maintain the apperance of public buildings, mainly consisting of interior painting.

Vincent Ward 558-6345
450 Williams St. 5th Floor SF 94102

LANDMARKS PRESERVATION ADVISORY BOARD
Final Case Report - Approved March 1, 1978

MARKET STREET RAILWAY SUBSTATION



Owner: City and County of San Francisco (Municipal Railway)

Location: 1190 Fillmore Street Southeast corner of Fillmore & Turk Streets

STATEMENT OF SIGNIFICANCE: The Turk and Fillmore substation was one of the first and one of the largest of the substations built near the turn of the century when the street railroads of San Francisco were converted to electric power. It is now one of the last old time street railway substations still in regular use in Western America (Smallwood, White Fronts Cars of San Francisco, 1971), but this function will soon cease. The structure, a handsome example of the brick and sandstone architecture of the time, stood through the earthquake and fire of 1906, and was essential in making the Fillmore Street line the first to be put back into service.

HISTORY: In 1857 the Market Street Railroad Company was established, which built in San Francisco the first street railway on the Pacific Coast. The original form of power used was steam, but this was replaced by the horse in 1868. In 1882 the Railroad became the Market Street Cable Railway Company, whereupon much of it was converted to cable power. In 1891 the first electric railway in San Francisco (the San Francisco and San Mateo Railroad Company) was established, and a few months later the Metropolitan Railroad Company became the second electric railway. In 1893 most of the street railway lines in San Francisco were consolidated into the original Market Street Railway Company, which absorbed the Metropolitan Railroad a year later (1894), and began the conversion of many of its lines to electric power. In 1902 the various street railroads were again consolidated into the United Railroads of San Francisco, which continued the conversion to electric power.

As part of this conversion, plans were made by the original Market Street Railway for the Turk and Fillmore substation, and its construction may have begun as well. However, it appears that the United Railroads finished construction of the substation in 1902. This date is subject to some uncertainity since many records were lost in the fire of 1906, and existing information is unclear and sometimes contradictory. Charles Smallwood, in White Front Cars of San Francisco, 1971, states that it was built in 1896. This is not substantiated by other evidence, however. The substation does not appear on the 1899 Sanborn Maps of the City but it does appear on the Sanborn Maps updated to late 1905, indicating that it was built between those years. Other sources, while not precisely verifying the 1902 date, do, nevertheless, circumstantially suggest that year as the date of construction.

HISTORY:
(Continued)

No information is available regarding the architect of the substation.

The Turk and Fillmore substation converted 12,000 volts AC current received from the North Beach Power House to 550 volts DC, which was supplied to all the lines north of Market Street, and to the Geneva and Millbrae substations. The capacity of the substation was maximized in 1910 to 9,000 kilowatts, which was provided by six G.E. 10-pole, 1500 kilowatt, 300 rpm, 600 volt compound-wound rotary converters and eighteen air-blast transformers One of the converter sets was removed in 1925. These sets, oddly, were not owned by the Market Street Railway, or by United Railroads but by PG&E and its predecessors.

The substation survived the 1906 earthquake and fire, and was instrumental in making the Fillmore Street line the first to be put back into service. The neighborhood then developed into a thriving business center.

In 1907 a small addition was made to the rear (east end) of the substation.

In 1921 United Railroads was taken over by the second Market Street Railway, the last of the great privately owned street railways, which existed until 1944, when the citizenry of San Francisco voted to merge it into the Municipal Railway. The Turk and Fillmore substation has been operated by Muni ever since, and is one of the last old time street railway substations still in regular use in western America (Smallwood 1971). It presently supplies power to Muni trolley coaches in the western part of the City, but this function will soon be transferred to a new substation now being constructed at Sutter and Fillmore Streets, and the Turk and Fillmore substation will be declared surplus.

ARCHITECTURE:

The substation is constructed of red brick and reinforced concrete, with sandstone trim. It measures 152.75 feet by 50 feet. There are two floors; the first floor measures 120.8 feet by 45 feet, with a ten foot ceiling. The main floor measures 140.8 feet by 45 feet, with a thirty foot ceiling at the apex. The windows are double-hung. The eleven main floor windows on the west (two) and north (nine) sides, which are slightly recessed, are a tall rectangular shape, with a semicircular sunburst pattern window and brick arch on top of each. The main entrance on the west end is similarly capped by a larger sunburst design window and brick arch. The eleven first floor windows, directly below the main floor windows, are a standard rectangular shape. Two horizontal projecting brick courses also run along these two sides. One separates the first and main floors; the other continues the line between the sunburst and rectangular sections of the main floor windows. There are three main floor windows on the east end. Two are rectangular with a flatter brick arch over each; the third (over the rear entrance) is also rectangular but is the only main floor window without an arch. There are no windows or other adornments on the south side, since it originally

ARCHITECTURE: (Continued)

faced another building. This building was subsequently replaced by the existing park. The peaked roof is supported by steel trusses at about 40 degree angles, and contains a skylight running lengthwise along part of the peak. Near the peak on the walls at each end are several louvered ventilators.

SURROUNDING LAND USE AND ZONING:

The property is zoned C-2 (Community Business District) and is in a 50-X Height and Bulk District. Adjacent land uses reflect the zoning and are a mixture of commercial and residential uses. A landscaped area for public use adjoins the building on the south.

RESEARCH:

The research for and writing of the report was done by Garth Casaday.

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CIA

City and County
of San Francisco

THE ARTS

25 Van Ness Avenue
Suite 240
San Francisco, CA 94102
(415) 554-9671
FAX # 621-3868

SPECIAL MEETING OF THE COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE

Monday, March 2, 1992 3-4pm
San Francisco Art Commission Room 70

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AGENDA

Approval of the following items:

1) Arts Education granting program guidelines

2) Technical Assistance program implementation

3) Youth Arts Development Grants allocation

4) Asian American Arts Congress support

REGULAR MEETING WILL BE HELD ON TUESDAY, MARCH 17, 1992 4:30pm
LOCATION: BAYVIEW OPERA HOUSE 4705 THIRD STREET (415) 824-0386

MAYOR
Frank Jordan

COMMISSIONERS
Barbara Sklar
President
Nancy Boas
Vice President
Vernon Alley
Stanley Eichelbaum
Daniel Genera
Anne Healy
John Kriken
Robert F. LaRocca
Genny Lim
Amalia Mesa-Bains, Ph.D.
Rai Y. Okamoto
Dodie Rosekrans

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DIRECTOR OF
CULTURAL AFFAIRS
Joanne Chow Winship

PROGRAMS
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Civic Design Review
Neighborhood Arts
POPS Symphony Concerts
Public Art Program
Street Artists Licenses

Suite 430
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415-554-9677
ArtHouse
415-554-9679

Arts Commission Gallery
155 Grove Street
415-554-9682

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City and County
of San Francisco

THE ARTS
COMMISSION
OF SAN FRANCISCO

5 Van Ness Avenue
uite 240
an Francisco, CA 94102
415) 554-9671
AX # 621-3868

MAYOR
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COMMISSIONERS
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5 Grove Street
5-554-9682

COMMUNITY ARTS AND EDUCATION
Program Committee Special Meeting
Tuesday, March 2, 1992 3:00pm
San Francisco Art Commission Room 70A

MINUTES

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Present
Commissioners: Stanley Eichelbaum, Genny Lim, Amalia Mesa-Bains
Staff: Sonia B. Gray, Anna Scott,
Public: Richard Reineccius, Arts Democratic Club

Meeting called to order by Commissioner Eichelbaum 3:20 pm.

1) Arts Education granting program

Panelist of Peer Review Committee: The literary arts after school program will be a pilot program funded through the three year NEA grant. Sonia Gray presented a working list of names for a peer review panel. All commissioners agreed that there should be community-based writers on the panel. The composition of the panel will remain the same. Commissioners made suggestions of possible panelists.

Guidelines: The guidelines were developed based on previous discussions by members of the Community Arts & Education Program Committee and an assessment of the field by Arts Education Consultant, Jessica Richter. Prior discussion focused on the role of the Arts Commission in Arts Ed. - should the Commission be active in the school system, and/or in the community, or operate more as an advocate for Arts Ed. and a conduit of information between various entities in the field. It was decided to open this particular grant to the entire field on a competitive basis, rather than allow only the Cultural Centers to participate. Total budget for this grant is $35,000. Grants will be from $1,000 to as much as $9,000. Commissioners requested more time to review the guidelines and absorb the focus of the project.

Motion to approve, in principle, the Literary Arts Community Pilot Grant review panel categories, proposal guidelines and grant application form, withholding distribution of guidelines for further review by Community Arts and Education Committee approval.

2) Technical Assistance Program

Description: Circuit Network, a non-profit arts management and development organization, has proposed to implement a technical assistance program for the cultural centers. The consultancy program will provide short term and follow up assistance to the Mission Cultural Center, Bayview Opera House, South of Market Cultural Center, Chinatown Neighborhood Arts Program, and the Center for African and African American Arts and Culture. The program will initially be implemented for a four month period with follow up provided on an as needed basis. Technical assistance will be provided in the areas of board and staff development, financial management, strategic planning, marketing and public relations, outreach and audience development, and artistic development.

Procedure: 1) The centers will complete an in-depth needs assessment survey. 2) Circuit Network reviews surveys and holds an initial consultation with the centers board and staff members; 3) Circuit puts out a call for proposals to consultants and/or service providers based on the needs assessment survey.; 4) Circuit matches consultants (one-on-one) with the centers based on the individual center's criteria and needs; 5) consultant works with the center in the identified area for a four month period.

Discussion: Commissioner Mesa-Bains requested to see the completed surveys. Richard Reineccius asked whether or not this project had gone out for bidding. Commissioners have agreed to hold on this motion until they have contacted the City Attorney to ascertain whether or not this needs to go out to bid..

Motion to approve financial support up to $40,000 to Circuit Network to provide technical assistance to the Mission Cultural Center, South of Market Cultural Center, Bayview Opera House, the Center for African and African American Art and Culture, and Chinatown Neighborhood Arts Program.

3) **Asian American Arts Congress:**

Description: The first ever consortia of Asian artists has coordinated an Asian American Arts conference., to address the issue of cultural equity in their community and the state of California. Kulintang Arts has submitted to the Arts Commission a proposal for support of the congress in the form of $10,000. Upon reviewing the proposal Sonia Gray, Director of Community Arts and Education recommended that the proposal be funded at no more than $3,000 If approved, the proposal would be funded through the Special Fund of the Friends account.

Discussion: Comm. Eichelbaum felt that the group might be too narrow, citing the difficulty he had with a proposal for a literary award for a Gay/Lesbian writing caucus. Comm. Lim pointed out that the issues are very different in this instance as it is 1) not an award, 2) was not solicited or crafted by the Commission, 3) it encompasses all types of art, not just literary, 3) a grant to offset the operating costs of the conference. Comm. Mesa-Bains added that if they decide to support this proposal, a procedure or commitment should be established to fund small congresses such as this. The Commission may on a case by case basis respond to funding proposals of this sort and would not establish a new grant category.

Motion to approve financial support up to $3,000 for the Asian American Arts Congress 92, as a first effort in providing support for collaborative dialogues within culturally diverse communities.

The Arts Democratic Club representative, Richard Reineccius asked to be heard at this point. So acknowledged, Richard Reineccius stated that the Arts Democratic Club was shocked to hear that the Finance Committee of the Arts Commission was considering eliminating the line item from the General Fund that pays for the light, heat, and power of the cultural centers. He informed the Commissioners that at their last meeting, the Arts Democratic club members passed a resolution in support of the cultural centers which they will be sending to the Arts Commission. Mr. Reineccius offered the help of the Arts Democratic club if the Commissioners needed it in order to save this portion of the budget.

4) Youth Arts Development Grants allocation

Allocation recommendation review: The Commissioners reviewed the proposed funding for this cycle. Comm. Mesa-Bains questioned the disparity in funding amounts. Citing examples, Sonia Gray explained that the grant recommendations reflect the amount requested in each proposal. Commissioners were enthusiastic about the projects.

Motion to approve the following organizations for funding (FY 91-92) from the Youth Arts Fund and Public Arts Fund:

I. Project Grants	
a) Tenderloin Festival	$3,000
b) Potrero Hill Festival	$3,000
c) Richmond Children's Fair	$3,000
d) Chinatown NAP Festival	$3,250
II. Community Youth Development Grants	
a) Youth Arts Festival	$10,000
b) California Summer School for the Arts	$3,000
c) Cultural Centers Youth Activities	
1. Bayview Opera House	$5,000
2. Center for African & African American Art and Culture	$5,000
d) Social Service Youth Project	
Hospitality House	$4,000
e) Special Youth Project	
Cleveland Elementary School & Terry Bowser	$785
f) Non-Profit Youth Arts	
1. Wajumbe Cultural Institution	$5,000
2. Cultural Odyssey	$5,000
3. Earth Drama Lab	$3,000

Meeting adjourned by Commissioner Eichelbaum 4:20 pm

Submitted by:

Anna Scott
Administrative Assistant
Community Arts and Education

Approved by:

Sonia B. Gray
Director
Community Arts and Education

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City and County
of San Francisco

THE ARTS
COMMISSION
OF SAN FRANCISCO

25 Van Ness Avenue
Suite 240
San Francisco, CA 94102
(415) 554-9671
FAX # 621-3868

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, March 17, 1992 4:30pm

Location: Bayview Opera House 4705 Third Street 824-0386

AGENDA

Danny Glover will present Bayview with a check from the Gala Benefit for the Bayview Opera House

1) Approval of the following item:
   Youth Arts Development Grants allocation

2) Discussion:
   Capital Improvement Report for FY 92-93

3) Presentation:
   Bayview Opera House Board and Staff

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NEXT MEETING DATE: Tuesday, May 19, 1992 4:30pm
LOCATION: Center for African and African American Art & Cultures
762 Fulton Street 928-8546

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Frank Jordan

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President
Nancy Boas
Vice President
Vernon Alley
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Amalia Mesa-Bains, Ph.D.
Rai Y. Okamoto
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PROGRAMS
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COMMUNITY ARTS AND EDUCATION PROGRAM
GRANT ALLOCATION RECOMMENDATIONS

Recommended organizationsfor funding FY 91-92

Community Youth Development Grants are funded through the Youth Arts Fund.

A) Social Service Youth Project
Collaboration between San Francisco Sheriff's Re-Entry Art Program, The Center for African and African American Arts and Culture, Milestones - a SF homeless parolee resident center, and artists Rhodessa Jones, Kim Anno and Calvin "Kaleo" Chin. $7000 to provide exploration workshops for ex-offenders and their children. Projects will include: visual arts, masks making, and improvisational theater utilizing photography, video, oral history, storytelling, singing, myth making, and journal writing.

Action: Motion to approve the San Francisco Sheriff's Re-Entry Art Program for $7000 to implement a collaborative project with the Center for African and African American Arts and Culture, Milestones, Rhodessa Jones, Kim Anno and Calvin "Kaleo" Chin to provide exploration workshops for ex-offenders and their children.

CAPITAL IMPROVEMENT ADVISORY COMMITTEE

Rudolf Nothenberg
Chief Administrative Officer and Chair
Capital Improvement Advisory Committee

Members

Raymond J. Baxter, Ph.D.
Director of Health

Mary Burns
General Manager
of Recreation & Park Department

Anthony DeLucchi
Director of Property

Thomas J. Elzey
General Manager
of Public Utilities

Richard Evans
Director of Public Works

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Michael Huerta
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Mr. Dean Macris
Director of Planning

Louis A. Turpen
Director of Airports

Calvin Malone
Secretary, CIAC

M E M O R A N D U M

March 10, 1992

TO: All Departments, Boards and Commissions

FROM: Steve Nelson, CIAC Staff Director SN
554-6171

SUBJECT: Phase B Capital Reports

Attached to this memo are two reports. The first report, printed on regular bond paper, is a recap of your department's capital budget request for FY 1992-93. The second report, printed on computer paper, is the same information, reflects the information entered into BPREP, the City's budget system.

For departments supported by the General Fund, the LOW BUDGET column on both reports reflects the amount approved by the Capital Improvement Advisory Committee (CIAC) for submission to the Mayor's Office. (Please be advised that the Mayor's Office requested a low budget for the General Fund Capital Program which reflected a 10% reduction from the FY 1991-92 budget).

For departments supported by their own revenue, the LOW BUDGET column reflects the amount that these departments wish to fund.

For all departments, the HIGH REQUEST column reflects the amount that either the department or Public Works feels is required to perform that part of the project requested in FY 1992-93.

Please review these reports for the following:

1. Make sure that the Index Code being used for your projects is correct. If it is not, please note that directly on the report.

2. Compare the first and second report, making sure that the amounts in the two columns are consistent on the two reports.

Please return the reports no later than March 20, 1992.

Steve Nelson
Project Report
Enterprise O funds

Budget Analyst
Lotty Yost Fy Ac.

Adel Fakey
Mayor's Budget
Director

Board of Supv
Finance
Comm.

CIAC, Room 289, City Hall, San Francisco, CA 94102
Telephone (415) 554-4851

DEPARTMENT: 28 ART COMMISSION
FG/FUND: 01/001 GENERAL FUND
INDEX CODE: 330217

208/01	VARIOUS LOCATIONS, MONUMENT REHABILITATION	0	55,000
210/01	EXTERIOR REPAIRS	0	64,000
211/01	VARIOUS REPAIRS	0	43,200
221/01	VARIOUS REPAIRS	0	18,000
222/01	VARIOUS REPAIRS	0	17,000
225/01	VARIOUS LOCATIONS, MISC. FACILITIES MAINTENANCE PROJ.	0	27,500
231/01	VARIOUS REPAIRS	0	16,000
310/01	VARIOUS CULTURAL CENTERS, FLOOR REPAIRS (FCM)	0	89,250
316/01	ELECTRICAL AND MECHANICAL SYSTEMS REPLACEMENT/ADDITIONS	0	66,000
317/01	VARIOUS CULTURAL CENTERS, EXTERIOR PRESERVATION (FCM)	0	175,250
340/01	SOM CULTURAL CENTER, EAST WALL, WATERPROOFING	0	219,000
344/01	155 GROVE ST., PARAPET REPAIR (FCM)	0	102,500
345/01	VARIOUS CENTER, MODIFY HEATING SYSTEMS	0	69,900

FG/FUND: 01/005 GENERAL FUND-PROJECT
INDEX CODE: 330464

322/01	MISC FACILITIES MAINTENANCE CULTURAL CENTERS	0	150,000
401/01	WESTERN ADD. CULTURAL CENTER, REPLACE ROOF (FCM)	0	121,500

RUN DATE: 9-MAR-1992 TIME: 11:18PM DEPT: 28 ART COMMISSION

CAPITAL IMPROVEMENT/FACILITIES MAINTENANCE TURNAROUND REPORT - PHASE A-C

PERFORMING DEPT. APPROVALS FOR DIRECT-CHARGED SERVICES:

DEPARTMENT HEAD _____ DATE _____

CAO, BOARD OR COMMISSION _____ DATE _____

REQUESTING DEPT. APPROVALS, INCLUDING DIRECT-CHARGED SERVICES:

DEPARTMENT HEAD _____ DATE _____

CAO,BOARD OR COMMISSION _____ DATE _____

.DEPARTMENT 28 ART COMMISSION
.DIVISION 00 ART COMMISSION
.SECTION 00 ART COMMISSION
.ACTIVITY 00 UNASSIGNED TITLE
.SUBACTIVITY 00 UNASSIGNED TITLE
PROGRAM 5320 ART COMMISSION
FG/FD 01001 GENERAL FUND
INDEX CODE 330217 ART COMMISSION PROJECTS

PR/WP	DESCRIPTION	* F/Y 1990-91 * ACTUAL	ORIGINAL BUDGET	BUDGET REVISIONS	F/Y 1991-92 REVISED BUDGET	CURRENT YEAR ACTUAL	DEPARTMENTAL LOW REQUEST	F/Y 1992-93 DEPARTMENTAL HIGH REQUEST	MAYORS RECOMMENDED
SUB-OBJECT 2020 FACIL MAINT PROJ BUDGET-ONLY									
20801	MONUMENT RE	0	0	0	0	0	0	55,000	0
21001	ART GALLERY	0	0	0	0	0	0	64,000	0
21101	MISSION CUL	0	0	0	0	0	0	43,200	0
22101	SOM-CUL CTR	0	0	0	0	0	0	18,000	0
22201	WEST ADD CU	0	0	0	0	0	0	17,000	0
22501	VAR LOC-MIS	0	0	0	0	0	0	27,500	0
23101	SSF OPERA H	0	0	0	0	0	0	16,000	0
31001	VAR CUL CTR	0	0	0	0	0	0	89,250	0
31601	VAR CUL CTR	0	0	0	0	0	0	66,000	0
31701	VAR CUL CTR	0	0	0	0	0	0	175,250	0
34001	SOM CUL CTR	0	0	0	0	0	0	219,000	0
34401	155 GROVE-P	0	0	0	0	0	0	102,500	0
34501	VAR CUL CTR	0	0	0	0	0	0	69,900	0
38401	BAYVIEW OPE	0	17,700	0	17,700	0	0	0	0
TOT: SUBOBJ 2020									

RUN DATE: 9-MAR-1992 TIME: 11:18PM DEPT: 28 ART COMMISSION

CAPITAL IMPROVEMENT/FACILITIES MAINTENANCE TURNAROUND REPORT - PHASE A-C

PERFORMING DEPT. APPROVALS FOR DIRECT-CHARGED SERVICES:

DEPARTMENT HEAD _____ DATE _____

CAO, BOARD OR COMMISSION _____ DATE _____

REQUESTING DEPT. APPROVALS, INCLUDING DIRECT-CHARGED SERVICES:

DEPARTMENT HEAD _____ DATE _____

CAO,BOARD OR COMMISSION _____ DATE _____

.DEPARTMENT	28	ART COMMISSION
.DIVISION	00	ART COMMISSION
.SECTION	00	ART COMMISSION
.ACTIVITY	00	UNASSIGNED TITLE
.SUBACTIVITY	00	UNASSIGNED TITLE
PROGRAM	5320	ART COMMISSION
FG/FD	01001	GENERAL FUND
INDEX CODE	330217	ART COMMISSION PROJECTS

		* F/Y 1990-91 *	********** F/Y 1991-92 **********				********** F/Y 1992-93 **********		
PR/WP	DESCRIPTION	ACTUAL	ORIGINAL BUDGET	BUDGET REVISIONS	REVISED BUDGET	CURRENT YEAR ACTUAL	DEPARTMENTAL LOW REQUEST	DEPARTMENTAL HIGH REQUEST	MAYORS RECOMMENDED
SUB-OBJECT 2020 FACIL MAINT PROJ BUDGET-ONLY									
		0	17,700	0	17,700	0	0	962,600	0
TOT: INDEX 330217									
		0	17,700	0	17,700	0	0	962,600	0
TOT: FUND	01001	0	17,700	0	17,700	0	0	962,600	0

RUN DATE: 9-MAR-1992 TIME: 11:18PM DEPT: 28 ART COMMISSION

CAPITAL IMPROVEMENT/FACILITIES MAINTENANCE TURNAROUND REPORT - PHASE A-C

PERFORMING DEPT. APPROVALS FOR DIRECT-CHARGED SERVICES:

DEPARTMENT HEAD _____ DATE _____

CAO, BOARD OR COMMISSION _____ DATE _____

REQUESTING DEPT. APPROVALS, INCLUDING DIRECT-CHARGED SERVICES:

DEPARTMENT HEAD _____ DATE _____

CAO,BOARD OR COMMISSION _____ DATE _____

.DEPARTMENT 28 ART COMMISSION
.DIVISION 00 ART COMMISSION
.SECTION 00 ART COMMISSION
.ACTIVITY 00 UNASSIGNED TITLE
.SUBACTIVITY 00 UNASSIGNED TITLE
PROGRAM 5320 ART COMMISSION
FG/FD 01005 GENERAL FUND-PROJECT
INDEX CODE 330464 ART COMM-CAP PROJ EXP

PR/WP DESCRIPTION	* F/Y 1990-91 * ACTUAL	ORIGINAL BUDGET	BUDGET REVISIONS	REVISED BUDGET	CURRENT YEAR ACTUAL	DEPARTMENTAL LOW REQUEST	DEPARTMENTAL HIGH REQUEST	MAYORS RECOMMENDED
SUB-OBJECT 2020 FACIL MAINT PROJ BUDGET-ONLY								
32201 CUL CTRS-MI	0	0	0	0	0	0	150,000	0
40101 WEST AOD CU	0	0	0	0	0	0	121,500	0
TOT: SUBOBJ 2020	0	0	0	0	0	0	271,500	0
TOT: INDEX 330464	0	0	0	0	0	0	271,500	0
TOT: FUND 01005	0	0	0	0	0	0	271,500	0
TOT: PROG 5320	0	17,700	0	17,700	0	0	1,234,100	0
TOT: SUBACT 00	0	17,700	0	17,700	0	0	1,234,100	0
TOT: ACT 00	0	17,700	0	17,700	0	0	1,234,100	0
TOT: SECT 00	0	17,700	0	17,700	0	0	1,234,100	0
TOT: DIV 00	0	17,700	0	17,700	0	0	1,234,100	0
TOT: DEPT 28	0	17,700	0	17,700	0	0	1,234,100	0

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S.F. Arts Commission

COMMUNITY ARTS AND EDUCATION
Program Committee Meeting
Tuesday, March 17, 1992 4:30 pm
Bayview Opera House

MINUTES

Present
Commissioners: Stanley Eichelbaum, Rai Okamoto, Daniel Genera
Staff: Sonia B. Gray, Anna Scott,
Public: Richard Reineccius, Arts Democratic Club; Gail Reid, Steve Cohen, Scott Madison, Rochelle Frazier - Bayview Opera House, Mr. & Mrs. Edgar Gavorra

Meeting called to order by Commissioner Eichelbaum 5:15 pm.

Danny Glover was unable to attend the meeting to present a check from the Paris Connections benefit. Vangaurd will mail it to the Bayview Opera House.

2) Discussion (item 1 was postponed until a quorum was achieved)

Capital Improvement Report for FY 92-93: Sonia Gray, presenter -- The four Cultural Centers are in dire need of major renovation. The Capital Improvement Advisory Committee has already met and recommended to the Mayor a 10% cut in funding to all projects based on last year's figures. CA&E was recommended for $0 for the upcoming fiscal year. Steve Nelson, staff person to the Advisory Committee, will develop an impact report on the result of zero funding to various agencies which will include a section on the Arts Commission. The Arts Commission will aggressively educate 1) its Budget Analyst, 2) the Mayor's Budget Director. The only money allocated for capital improvement was for Bayview's sewer repair, a carry-forward from FY 1991-92 Ms. Gray recommends to the committee that 1) an advisory committee be formed to revisit the Master Plan. The plan is not current nor does it reflect the needs and actual usage of the building; 2) The advisory committee would consist of architects, contractors, artists, and community members that could that could devise a comprehensive plan and make recommendations to the Commission, the Mayor's office, and the Capital Improvements Advisory Committee concerning the needs of cultural art spaces; 3) The Arts Commission look for alternative funding sources such as the Redevelopment Agency, or a Bond Initiative. SOMAR and Turk/Fillmore both received bond money for wheelchair accessibility Since the Turk/Fillmore station is currently dilapidated and there is no plan to use it, CA&E is requesting that the bond money be transferred to another building that is in use.
(Commissioner Daniel Genera arrived at 5:30 pm -- quorum)

General Fund Cuts: The Mayor has requested of all city agencies and departments a 10 % budget cut from the General Fund for FY 92-93. Although the General Fund is only one source of revenue for the Commission, it is the most stable. Once items are cut from it, it is almost impossible to have them reinstated. The Arts Commission Finance Committee submitted to the Mayor's office various scenarios for the 10% cut and a scenario for a 4% cut. The following items were submitted as cuts:

1) Office space on the fourth floor at 25 Van Ness Avenue
2) Heat, light and power bills for the Cultural Centers and the Art Commission Gallery
3) Staff Positions

4) Remaining program funds

The Commission strongly urged the Mayor in an attached cover letter to consider the 4% budget cut scenario as the Commission could not meet its city mandated obligations with a cut larger than that. The Finance Committee recommended paying for light heat, and power from the Pops revenue (Public Art Fund). Utilizing the Public Art Fund for this expenditure will mean a decrease in funding for special projects. It was brought to the attention of the Community Arts and Education Program Committee by Kola Thomas, Facility Administrator of the Center for African and African American Art and Culture, that refusal to pay for light, heat and power of his facility would be a serious breech of contract as their 20 year lease clearly states that the Arts Commission would be responsible for those items for three years after the signing of the lease (for the record, he read a prepared statement to the Commissioners, see document A). In light of this, the Committee decided to have the Finance Committee review their decision to consider the light, heat and power of the Cultural centers as a possible cut. Comm. Eichelbaum made a motion to re-examine the light, heat, and power budget cut from the General Fund based on a possible breech of contract with the Cultural Centers.

Motion to present to the Full Commission at its next meeting the impact of its proposed cut of the Light, Heat and Power to the Cultural Centers to see if the proposal can be re-opened for re-examination. **ADOPTED**

It was suggested to the Committee that they began to investigate legislation to assure that the Cultural Centers receive an assured percentage of the Hotel Tax Fund for building and facility maintenance. The Arts Democratic Club presented a letter in dissent with the proposed cut to the Cultural Center (see document B).

Public Presentation by Edgar Gavorra about graffiti prevention in the Mission. For several years he's worked with youth in the neighborhood about graffiti. In the near future he would like to present a program that he has developed to the Committee. Ms. Gray informed him about the Mayor's Graffiti Task Force, and Richard Reineccius suggested the Mayor's Task Force on the Mission. His project involves murals and public interest artists so he was given information on the Planning Commission as well.

1) Approval of 2 Items

A. Description: Social Service Youth Project: Collaboration between San Francisco Sheriff's Re-Entry Art Program, Center for African and African American Art and Culture, Milestones - a San Francisco Homeless parolee resident center, and artists Rhodessa Jones, Kim Anno, and Calvin "Kaleo" Chin. $7,000 to provide exploration workshops for ex-offenders and their children. Projects will include: visual arts, mask making, and improvisational theatre utilizing photography, video, oral history, storytelling, singing, myth making, and journal writing.

Discussion: The funding for this Sheriff's Re-Entry project will come from this current years budget. It was suggested that a description of this project be included with the budget cut submission to the Mayor so that he may see the types of programs that rely on Arts Commission funding. The specific project is a continuation of the Medea Project, a successful drama therapy workshop and performance taught and directed by Rhodessa Jones. This continuation would take place at the Center for African and African American Art and Culture, and Milestones.

Motion to approve the San Francisco Sheriff's Re-entry Art Program for $7,000 to implement a collaborative project with the Center for African and African American Art and Culture, Milestones, with artists Rhodessa Jones, Kim Anno, and Calvin "Kaleo" Chin to provide exploration workshops for ex-offenders and their children. **(ADOPTED)**

B. Description: The Turk/Fillmore building has bond money, $18,000, that is not being used. The Director of CA&E suggests that the money be redistributed to another center for improvements.

Discussion: Currently CA&E is examining options for the Turk/Fillmore building. Since the building is not being used and is in need of excessive repairs and there are no plans for future use, one option would be to sell it. Reineccius warned that the Real Estate office is under no obligation to return the money from the sale of the building to CA&E . Sonia Gray explained that if the department has not submitted a plan for the use of the money *then there is a possibility for use by other departments.Normally, the funds would go to a* trust fund established in the name of the Art Commission.

Motion to approve redistribution of the Turk/Fillmore Bond money of $18,000 to another cultural facility to be used for capital improvements as approved by the Bureau of Architects. **(ADOPTED)**

3) Presentation: Bayview Opera House

Steve Cohen, Bayview Board Member, began the presentation with a report on the status of a recording studio that was donated to the Opera House by the Grateful Dead. Currently Wild Sanctuary Communications and Brilliant Studios are helping draw up a plan for installment, staffing, and funding. The studio will be available to the constituents of all the cultural centers, and the Board will welcome joint projects proposals from other Cultural Centers. They hope to have the studio ready in the next few months. (presentation was halted to wait for another Board member)

Richard Reineccius asked for the support of the Theater Project Rodrigo Reis, to be located at what is currently the York, at York and 24th Street. The York will provide space for drama and performance groups in the Mission. It currently seats 923, but that will be cut down to allow for stage expansion.

Motion to support , in principle, the establishment in the York theatre at 24th and York streets a collaborative multicultural theatre space, to be known as Theatre Project Rodrigo Reis in the Mission District. **(ADOPTED)**

Gail Reid presented 3 artists who have helped curate shows and develop programming for audience participation in art for the Opera House; Carol Henry of Salad Bar, André Reft, André Cisneros of Tailer sem Fronteras.

Sonia Gray commended the Bayview Opera House Board of Directors for developing their compliance documents in such a short period of time. The information submitted was extremely thorough, well put together, and excellent. She publicly congratulated them for a job well done.

Meeting adjourned by Commissioner Eichelbaum 6:55 pm

Submitted by:

Anna Scott
Administrative Assistant
Community Arts and Education

Approved by:

Sonia B. Gray
Director
Community Arts and Education

DOCUMENT A

CENTER FOR AFRICAN & AFRICAN AMERICAN ART & CULTURE

March 17, 1992

To: Hon. Commissioners
SF Arts Commission

Fr: Center for African & African American Art & Culture

UTILITIES

Hon. Commissioners, we at the Center for African & African American Art & Culture wish to implore you individually and collectively to rescind your decision to recommend to the Mayor of San Francisco, to cut 10% of the budget and to ask Cultural Centers to now pay their own utilities bills.

Any step in this direction will certainly mean a great reduction in program offerings and a sure cut in staff positions. It will also mean the Cultural Centers cannot offer such services that are the main stay of the community.

We are strongly opposed to the 10% cut in the budget and vigorously urge you to seek other areas to effect those cuts. While other cultural centers have a year-to-year and at best a two-year Memorandum of Understanding with the City, the case of our Center - the Center for African And African American Art & Culture is different. We have a 20-year Lease which provide that the City will be responsible for utilities bills for the first two years of our operation. Any attempt to proceed with the recommendations as is, will definitely constitute a most devastating breach of contract on the part of the City.

There are six major viable organizations in our Center offering programs that benefit children and youth. The cut will certainly mean that Center cannot open for the duration which will make it possible for the organizations to continue offering their programs. If the resolution is not rescinded, it will have an adverse effect, not only on the Centers operation, but also on the children and youth themselves who will now have the perfect opportunity to roam the street and become members of gangs etc.

We urge you reverse yourselves on this issue. You will be doing yourselves a whole lot of good and certainly the community will derive tremendous benefit from such an action. We so plead.

Kola Thomas
for: CAAAC Board and Member Organizations

762 Fulton Street . San Francisco . CA 94102 . Tel: (415) 928-8546

DOCUMENT B

THE SAN FRANCISCO ARTS DEMOCRATIC CLUB

P.O. Box 460524, San Francisco, CA 94146-0524 415/995-ARTS

March 16, 1992

MS Joanne Chow Winship, Executive Director
San Francisco Arts Commission
25 Van Ness
San Francisco, CA 94102

Dear MS Winship:

The Arts Democratic Club has directed me to express the concern of its membership regarding budget cuts to neighborhood cultural centers, Art House, and Street Artists administration. While we understand the Mayor's request for 10% cuts across the board, it is our understanding that these cuts were to be made without reduction of services. It seems to us that given the high level of public contact for the street artists office and Art House, moving them to inadequate offices to manage that daily flow of foot traffic will have an extremely negative impact on their ability to deliver vital services to the city's artists.

The elimination of funding for the cultural center's utilities are perhaps the unkindest cuts of all. These centers are of vital importance to the neighborhood children and adults who would otherwise have no access to arts activities of any kind. The cultural centers are vital to our local individual artists who teach and exhibit there and to the many performing groups who perform there. With your re-granting program to local individual artists for after-school and community activities about to begin, it would seem that the health of these centers would become more important to the Commission.

The cuts in combination with what appears to be bad public process undermines our trust in the Arts Commission. There was no prior public notice and discussion at the Commission was virtually non-existent. There should have been some solicitation of ideas and approaches to the budget problem from the arts community prior to the decision to pass the Commission's budget on to the Mayor's office. We are concerned that this process might set a precedent for future budget discussions. Such precedent would be truly unacceptable.

We believe that it would be beneficial to set up a meeting with you and our Executive Committee. We regret not having done so prior to this, however with our commitments to the last election and your recent arrival in San Francisco, time was extremely limited. Our President, Brenda Berlin will be contacting you to set up a meeting at your earliest convenience.

We look forward to working with you in the future.

Sincerely yours,

Dino Di Donato
Corresponding Secretary

cc Sonia Gray
Commissioners

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COMMUNITY ARTS AND EDUCATION
Program Committee Meeting
Tuesday, May 19, 1992 4:30 pm
San Francisco Art Commission Suite 70

MINUTES

Present
Commissioners: Stanley Eichelbaum, Rai Okamoto, Daniel Genera, Genny Lim
Staff: Sonia B. Gray, Anna Scott, Ann Wettrich, Joanne Chow Winship, Jennifer Spangler
Public: Spencer Moon, Cornelius Moore, Linda Gibson of Realize Your Energy; Sharon Bliss, Mission Cultural Center

Meeting called to order by Commissioner Eichelbaum 4:40 pm.

Ann Wettrich, the new Arts Education Coordinator was introduced to the Committee. She outlined her past experiences and future proposals for the direction of art education for the Commission.

1) Arts Education (item 1 was postponed until a quorum was achieved)

a) Policy discussion: Priority of goals in Grants Program: Joanne Chow Winship lead this discussion. What are the goals and the focus of this pilot grant program? Are we focusing on at risk youth, underserved communities and/or districts, quality of artists, efficiency of sponsoring organization, quality of project, and/or what will be learned? Is the idea to get something happening in a certain district regardless of the quality of the proposal or is it quality regardless of district? There will be a peer review panel, but the Art Commission needs to give them policy guidelines by which to judge the proposals. Comm. Lim offered that representation of culturally diverse communities and density of children to be served be factors in deciding funding in a certain district that is in need. Comm. Eichelbaum asked if talent were going to be a factor at all. Ms. Winship replied that part of the panel process will be to determine if the artist is not only qualified to carry out the project but also capable of working in a certain community. To sum up, the challenges the Commission may be facing with policy for panel review are to balance the age-old dichotomy of access vs. excellence.

b) Approval of potential panel members: Based on categories for composition of the panel that were approved in the last committee meeting, and taking into considerations the recommendations the Commissioners made at that meeting, here are the potential panelists for the peer review panel for the Literary Arts Pilot Grant were presented. The panel will be comprised of five members one from each of the following categories: EDUCATOR/ARTIST; ARTIST/ART COMMISSIONER; YOUTH SERVING ORGANIZATION; LARGE ART ORGANIZATION, MEDIUM/SMALL ART ORGANIZATION. To assure that there will be five panelists during the review

session, alternates for each category were identified. Approval of the list and suggestions for other possible panelists were requested. Commissioner Eichelbaum interjected that it seemed that the Commissioners had the right to sit on the panel if they so chose. It was pointed out that in the last meeting it was decided by vote to approve Comm. Lim as the artist and Art Commission liaison to the panel.

Commissioner Genera moved to approve the list. Commissioner Okamoto seconds.

Motion to approve potential panelist for the Literary Art Pilot Grant Program:.

Christine Hiroshima, Program Consultant, Dept. of Integration SFUSD
Devorah Major, Poet/Teacher, CA Poets in the School
Genny Lim, San Francisco Art Commissioner
Verdell Martin, Youth Counselor, Muni Graffiti Prevention Program
Kristen Bachler, Delinquency Prevention, Commission Director
Lorraine Lampkin, Recreation & Park Teen Program
Lois Gordon, Arts Education Director, Fine Arts Museum
Sylvia Mullally-Aguirre, Exploratorium
Katherine Haar, Director, Small Press Traffic
Rene Yanez, Mexican Museum
Ishmal Reed, Pen Oakland
John Oliver-Simon, Poet/Bilingual Teacher

ADOPTED

c) Discussion: Leadership Forum: Jessica Richter, former Art Education Coordinator, determined that a forum for issues in Art Education would be a good project of the Art Commission. Ann Wettrich offered background information. This project comes out of the San Francisco Education Fund, from the offices of Meg Madden of Music in the Schools to be facilitated by Warren Newman. The implementation for this program would be problematic unless the leadership buys into it. Music in the Schools has done most of the footwork, with grant applications in to the Haas foundation. The involvement of the Commission would equalize the point of view represented, ensuring that artist are not excluded from the process and that the scope of arts education discussions ranges beyond the classroom, strengthening and making arts education more visible. Commissioner Okamoto wanted to know how this project would be publicized and what its actual impact in the community would be. Ann Wettrich explained that the process has been very inclusive of a coalition of people working in the arts education field, all of whom have experience and connections in the various components of the art education community. Commissioners will be updated as information is received.

2) ArtHouse

Jennifer Spangler made this presentation. Last week ArtHouse hosted its grand opening of its first live/work spaces on Sixth Street in the Tenderloin. The opening was quite successful and has received a lot of press. The project was a joint venture with the Redevelopment Agency.

Effective May 29, 1992 ArtHouse will be located at Fort Mason in the offices of California Lawyers for the Arts. This move was necessary due to Art Commission budget cuts. Given the current situation, it is conceivable that ArtHouse could go in several new directions -- it could become the sole project of the CLA, ending the partnership with the Art Commission and applying for a yearly grant from the Art Commission; it could spin off from both parent organizations and become a separate entity; or it could remain in its current situation. This information is meant as only an update. Winship attended a long range planning session of the California Lawyers for the Arts which focused on ArtHouse where these issues were examined. During the Art Commission's long-range planning process, these issues will also be discussed at length. Presently, the logistics of the move and what that will mean to the daily running of ArtHouse is of great importance. The chain of command, programmatic requirements at the Commission, and possible salary issues will all be discussed. All the Commissioners expressed concern over the possibility of losing the ArtHouse program, as it is a very viable and visible program in the community and the art world. They all requested to be kept abreast of any further developments in the long-range planning process.

(Director Winship left the meeting after this item)

3) Presentation: Realize Your Energy

Spencer Moon, Cornelius Moore, and Linda Gibson made a presentation to the Committee about a conference they have organized entitled, "Available Visions: Improving Distributions of Independent African American Film/Video." This is an invitation only conference that has received grants to provide working papers with concrete three year plan for improving the distribution of film and video in non-theatrical markets produced by African American videographers and film makers Ms. Gibson defined non-theatrical as schools, libraries, community groups, and exhibitors. The conference will happen outside of San Francisco, but there is a large reception planned in conjunction with the Film Arts Foundation to introduce the conference participants to the Bay Area Media Community. Realize Your Energy requested $7, 000 from the Commission for their project. Comm. Lim expressed concern over the fact that the conference is invitation only and wanted to know how the planners will include the excluded individuals' opinions in the working papers. The planners responded by stating their survey plans for those individuals interested in the conference but ineligible to participate. Their views will be expressed in a separate portion of the papers based on these surveys. There will be a total of 31 participants in the conference, 5 of whom are from San Francisco. The conference will take place July 24-26, 1992. It was discussed that the project not be recommended at full level given the invitation only status and its location outside of San Francisco, but the Committee did feel that the project was worthy of a smaller grant and recommended a $2, 000 grant amount. Commissioner Okamoto moved that the "Available Visions: Improving distribution of Independent African American Film/Video Conference" be funded at an amount not to exceed $2,000. Seconded by Commissioner Genera.

Review of Motion to approve "Available Visions: Improving distribution of Independent African American Film/Video Conference" from the Community Art & Education Special Fund at an amount not to exceed $2,000.

4) Cultural Centers Facilities Development

Advisory Task Force: Last Monday there was a tour with Roger Boas, former CAO of the City and A.B. Spellman program director of Expansion Arts at the NEA of the cultural centers' facilities. CA&E staff have envisioned a Task Force that would review the current Master Plan for renovation of the Cultural centers, taking into consideration the programmatic needs of each organization. Sonia asked for suggestions for members of the Task Force. Comm. Okamoto suggested Dick Evans as he has recently retired from DPW. The task Force would function as an advocate for Capital Improvements of the centers, identifying alternative funding for renovations, and establishing necessary political connections within the City's political infrastructure. Jennifer Spangler from ArtHouse will be directly involved with the task force, bringing her expertise on building codes and art space usage to the table. It was decided that the committee liaison to the task force should be Commissioner Okamoto, pending City attorney approval that it will not be a conflict of interests for him to sit on the task force as he is currently involved as a contractor with The Planning Commission. The task force composition will be ready for Committee approval at the next meeting.

5) Cultural Centers Update

Mission just finished an extended run of Cherrie Moraga's play "Heroes and Saints." The current exhibition in their gallery is "Beyond Volcanoes," which will come down on Saturday in time for a special Gay Pride Month juried exhibition.

Bayview Opera House has completed its exhibition of "We Built The Pyramids," an exhibition focused on inventions of African Americans.

SOMAR is currently developing its new Board of Directors and expects to vote in new members soon. They are not looking for a new executive director, opting to keep their current management committee configuration. Instead they hope to budget in an administrative position.

CAAAC will host its first Annual Malcolm X Dinner and Awards Ceremony this evening after the Committee meeting.

The Youth Arts festival was a great success, the Palace of the Legion of Honor lending its charm to the gala night openings.

Chinatown had a fabulous exhibit of Mongolian Artists according to Commissioner Eichelbaum, who was in attendance that evening. He was greatly impressed by director Julie Cheung's work.

Circuit Network has met with all the centers. The Technical Assessments have been completed and filed. RFQ's will go out this month to consultants who will begin work with the centers in mid-June.

6) Multicultural Survey and Report

This was a 2 1/2 year project culminating in the printing of a brochure and report that will be made available to those Commissioners wishing a copy. The participating organizations are very pleased with the brochure and have begun using them in their grant applications and fundraising efforts.

7) Youth Arts Fund Allocations

Motion to approve the following organizations for funding:

Go Productions, $2500, to execute a multi-disciplinary Summer Youth Program in the Western Addition Area of San Francisco.

Stanford Jazz Workshop, $3050, a San Francisco based non-profit organization, to provide underserved San Franciscan youth (ages 12-17) with scholarships to this summer's Jazz Workshop Training Program at Stanford University.

Balmy Street Youth Project Mural, $2500, to provide project director's fees.

BES Children's Educational Theater Company, $4000, to start a summer young adults' in the arts training program.

7) **Chinatown Programming** (this item added after meeting)

Motion to approve Chinatown NAP operating expenses in the amount of $4897 from the Hotel Tax Fund for community cultural programming during FY 91/92 .

Meeting adjourned by Commissioner Eichelbaum 6:30 pm

Submitted by:

Sonia Gray

Sonia B. Gray
Director
Community Arts and Education

Approved by:

Joanne Chow Winship
Director Cultural Affairs
San Francisco Art Commission

May 22, 1992

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415-554-9677
ArtHouse
415-554-9679

Arts Commission Gallery
165 Grove Street
415-554-9682

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, August 18, 1992 4:30 pm
San Francisco Art Commission Room 70A

AGENDA

1) Resolution:
   Approval of resolution in support of Art Week.

2) Discussion:
   25 Anniversary Celebration of community programming.

3) Information:
   a) Cultural Center's zoning issues.
   b) Cultural Center Tour on September 21, 1992.

4) Presentation:
   ArtHouse slides of the 6th Street Project.

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COMMUNITY ARTS AND EDUCATION
Program Committee Meeting
Tuesday, August 18, 1992 4:30 p.m.
San Francisco Art Commission, Room 70A

MINUTES

Present:
Commissioners: Stanley Eichelbaum, Rai Okamoto, Genny Lim, Nancy Boas. Staff: Sonia Gray, Ann Wettrich, Tonia McNeil, Jennifer Spangler, Kathleen Lane. Public: Christina Sablan, Richard Reineccies of SOMAR Cultural Center, Kola Thomas of CAAAC.

Meeting called to order by Commissioner Eichelbaum at 4:30 p.m.

1) Art Week '92

Presentation of Art Week purpose and goals: Staff presented current Art Week plans to the Committee. Sponsored by NALAA, Art Week is a nation-wide celebration during the week of September 20-26, 1992. The theme this year is, "Lifelong Learning Through the Arts," with the ultimate goal to leverage future political support in Congress for NEA funding. The Art Commission is bringing media attention to the arts community in San Francisco by publicizing several special events planned during this week. McNeil discussed highlights of the kick-off reception at Moscone Center, which will give recognition to Hung Lui's public art commission, Mark Adam's installation, and the 15 Literary Arts Pilot Grant recipients.

Motion moved by Commissioner Boas.
Second by Commissioner Okamoto.

Motion Adopted, resolved that the San Francisco Art Commission congratulate the 1992 Literary Arts Community Pilot Grant recipients for demonstrating outstanding arts education programming, and recognize them at the kick-off reception for National Art Week on September 21, 1992. The following organizations will receive resolutions:

*Accion Latina
*American Conservatory Theater
*Brava! Women in the Arts
*California Poets in the Schools
*Central City Hospitality House
*Cultural Odyssey
*Go Productions
*KMTP TV/32
*Larkin Street Youth Center
*Listen to Our Children/Listen to Our Elders
*Potrero Hill Neighborhood House

*Precita Eyes Mural Center
*Renaissance Technical Training Institute
*Small Press Traffic
*Visitation Valley Community Center

2) 25th Anniversary of Community Programming

Discussion of 25th Anniversary Celebration Planning: Staff led the discussion concerning preliminary plans for 1993 celebration of 25 years of community cultural/art programs, asking for Committee recommendations. Staff also discussed preliminary work on a brochure highlighting community programs. January will target the kick-off of the celebration year. Meeting turned to Richard Reineccies to discuss role of Yerba Buena in 25th Anniversary. Reineccies introduced idea of Yerba Buena acting as unifying force in this 25th year of celebrating arts all over the city. Yerba Buena could highlight Cultural Center activities, including organizations that were born from Neighborhood Arts(i.e. Intersection, Asian-American Theatre Company, etc.) in cultural exchange programs with the culmination being Yerba Buena's official opening, October 1993. Commissioner Lim suggested a series of events, all unified under 25th celebration concept. Commissioners discussed several possibilities for specific events. Spangler suggested utilizing this opportunity to place ourselves in the public eye, with Reineccies adding that this should be a springboard for future planning.

3) Information on Cultural Centers

There is a project underway to remove the old facade of the Mission Cultural Center and replace it with a new one. In the process, it was discovered that the building is not zoned correctly to have multiple signage displayed on the front of the building. The new facade has three banners and neon name lights. All city-owned buildings should be zoned under "Public P," which provides less restrictive signage requirements. Staff will meet with City Planning to research rezoning possibilities.

Cultural Center Tour, September 21, 1992: Plans were presented for the Cultural Center tour for a guest, Arno Borncamp, from the Netherlands. Staff talked about plans to invite members of the Board of Supervisors, DPW, Planning Commissioners, and Center for the Arts. Gray extended the invitation to any Commissioner to join the tour.

4) Presentation: ArtHouse

Slide Presentation by Jennifer Spangler: Spangler presented slides of 6th Street Project for those Commissioners who did not attend the opening. The project is a renovation of an

old residential hotel into six new live-work spaces for ArtHouse to utilize.

5) New Business

Discussion of Turk and Fillmore substation: Commissioner Boas asked about the value of the property to the Commission and what are the possibilities of use. Commissioner Okamoto responded that the facility, on corner of Turk and Fillmore, is in need of $5 million in renovations. Commissioner Boas suggested the Commission be kept aware of developments concerning all possibilities for this project. Staff will research the possibilities and then bring it to the Committee for further discussion.

Meeting adjourned by Commissioner Eichelbaum 6:30 p.m.

Submitted by:

Sonia B. Gray
Director
Community Arts & Education

Approved by:

Joanne Chow Winship
Director of Cultural Affairs
San Francisco Art Commission

August 19, 1992

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SF Arts Commission

COMMUNITY ARTS AND EDUCATION
Program Committee Meeting
Tuesday, September 15, 1992 4:30 p.m.

MINUTES

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Present:
Commissioners: Genny Lim, Daniel Genera, Nancy Boas. Staff: Joanne Chow-Winship, Sonia Gray, Ann Wettrich, Jennifer Spangler, Kathryn Bell. Public: George Renz-SOMAR, Conrad Okamoto-SOMAR.

Meeting was called to order by Commissioner Lim at 5:00 p.m.

1) National Art Week Update

Staff updated Committee on progress of National Art Week celebration, including sharing press information that has been distributed on local, state, and national levels. The response from the press has been favorable with coverage in several newspapers, and three different radio interviews with Art Commission staff members. Staff also discussed final preparations and schedule of speakers for the Hung Liu reception on September 21, at Moscone Center.

2) ArtHouse Update

Jennifer Spangler presented information regarding the Hunter's Point Shipyard Arts Conference, scheduled for October 24. Spangler also mentioned there are several scholarships available for individuals wanting to attend the conference.

3) Introduction of New Administrative Assistant

Sonia Gray introduced Kathryn Bell, the new administrative assistant for the Community Arts and Education program, to the Committee. Kathryn is a graduate of Humbolut State University and worked previously for the Commission as an intern for CAE and the gallery.

4) Discussion and approval of the Community Arts and Education budget for 1992-93 fiscal year.

A. Staff presented the Community Arts and Education program budget. Staff outlined budget revenues already approved by the Commission, i.e. general fund, Public Arts Fund, Youth Arts Fund. Also discussed were Community Arts future funding concerns with budget cuts. Committee members all stressed the need to find alternative ways to fund our programs, including grants and increased hotel tax funds. Staff asked for a resolution from the Committee to approve expense allocations for neighborhood festivals.

Motion moved by Commissioner Boas
Second by Commissioner Genera

Motion to approve, expenditures of $16,250 from the Community Arts and Education, Public Art Fund for the following neighborhood festivals:

1. Tenderloin Festival--$3,250
2. Potrero Hill Festival--$3,250
3. Richmond Children's Fair--$3,250
4. Visitacion Valley Festival--$3,250
5. Chinatown Community Arts Festival--$3,250

B. Staff requested a second resolution to approve expenditures of Grants for the Arts/Hotel Tax as presented on the budget.

Motion moved by Commissioner Boas
Second by Commissioner Genera

Motion to approve, expenditures of $92,000 from GFTA for the following organizations:

1. Chinatown Community Arts Program--$6000
2. Visitacion Valley Community Center--$18,500
3. Sunset-Parkside Education Committee--$4,500
4. Richmond District Community Center--$11,000
5. Central City Hospitality House--$18,500
6. Potrero Hill Neighborhood House--$15,000
7. Sheriff's Re-Entry Art Program--$18,500

Meeting adjourned by Commissioner Lim at 5:55 p.m.

Minutes submitted for approval by:

Sonia Gray

Sonia B. Gray
Director, CAE

Minutes approved by:

Joanne Chow Winship
Director of Cultural Affairs

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City and County
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THE ARTS
COMMISSION
OF SAN FRANCISCO

25 Van Ness Avenue
Suite 240
San Francisco, CA 94102
(415) 554-9671
FAX # 621-3868

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, October 20, 1992 4:30 pm
San Francisco Art Commission, Room 70A

AGENDA

1. Introduction/Orientation of Program
   a. Cultural Centers
2. 25th Anniversary of Community Arts and Education
3. Eco Rap Proposal
   a. Motion to approve Eco Rap Youth Festival funding of $5000 from Youth Arts Fund.
4. Facilities Condition

PROGRAMS
Arts Festivals
Civic Art Collection
Civic Design Review
Community Arts & Education
POPS Symphony Concerts
Public Art Program

Suite 430
Street Artists Licenses
415-554-9677
ArtHouse
415-554-9679

Arts Commission Gallery
155 Grove Street
415-554-9682

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, October 20, 1992, 4:30 pm
San Francisco Art Commission, Room 70A

MINUTES

Present: Staff-Joanne Chow Winship, Sonia Gray, Ann Hettrich, Jennifer Spangler, Kathryn Bell. Committee Members-Denny Lim, Terri Simon, Alonzo King, Ka Ohamoto. Guests-Rochelle Frazier, Chair of Bayview Opera House Board and Leonard Pitt of Eco-Rap.

Commissioner Lim called the meeting to order at 4:35 pm.

Discussion:
Joanne Chow Winship opened the meeting by distributing a memo to Committee Members written by Gail Reid of the Bayview Opera House. The memo was circulated to the Committee as per Reid's request. A discussion of the recent personnel difficulties at Bayview Opera House between Reid and the Board of Directors ensued, including a description for the CAE Committee as to what role the Art Commission is in this situation. Chow Winship explained that Reid is not a city employee and, therefore, the Art Commission has no jurisdiction in any personnel matters between a nonprofit board and its employees. Chow Winship said that the Art Commission's only involvement has been to provide a meeting for both parties to talk to each other. The meeting was facilitated by Circuit Network Management Consultants, currently contracted to provide technical assistance to the Cultural Centers.

Sonia Gray explained the details of the Commission's Memorandums of Understanding with the Centers. The Art Commission has no jurisdiction concerning staff or programming operations at any of the Centers. The agreement deals only in facility operations, maintenance and planning, as the buildings housing the organizations are in [illegible] owned.

Commissioner King asked if Art Commission had any involvement in the creation of goals and mission statements for the Cultural Centers. Sonia Gray responded that the Memorandums of Understanding only stipulate that [illegible] be used for art and cultural activities serving the communities. Each Center has their own policies and copies of these policies are kept on file at the Art Commission. Staff reiterated the importance of keeping the Cultural Centers independent of the Art Commission, except in the case of facility maintenance.

1. Introduction/Orientation to CAE Program
Staff presented information on current programs, Cultural Center activity and Programs in the Community. Sonia Gray explained the various relationships between CAE and organizations who receive funding from the Art Commission. She also noted the physical locations of our programs and the diversity of programming and services offered at those sites. Staff announced plans for another Cultural Center tour for the Commissioners who missed the last one.

2. 25th Anniversary Celebration
Staff oriented the new Committee Members on the history of the Neighborhood Arts Program and its evolution into Community Arts and Education. That program is celebrating its 25th Anniversary in 1993, and the Art Commission plans to participate in the celebration, highlighting community programming and the cultural arts. Staff detailed plans for a brochure, a kick-off art exhibition, and the beginning of a bi-annual agency newsletter.

3. Eco-Rap Presentation
Leonard Pitt, Artistic Director of Life on the Water Theater, was present at the meeting to discuss the Eco-Rap Youth Festival and request funding from the Art Commission's Youth Arts Fund. Eco-Rap is a youth rap program targeting the underserved older teenage population in San Francisco. The program was funded last year by the Art Commission's Public Art Program, and applied this year for Youth Art funds. Eco-Rap is in its second year and is in the process of forming partnerships with community organizations to expand services.

Staff and Committee Members inquired as to entry process, numbers served and budget. Committee Members were concerned that the request for funding came at near Eco-Rap's March 24 event. Committee Members asked if Art Commission had policy or guidelines dictating what projects are funded with limited discretionary funds. Commissioner Lim suggested that Eco-Rap should be awarded partial funds at this time, as a show of Committee support for a worthwhile program.

Commissioner Lim would like specific guidelines and deadline restrictions be put in place. A discussion ensued regarding future policy regarding special projects. Commissioner Lim recommended the following motion. Commissioner [illegible] seconded.

Motion to approve Eco-Rap Youth Festival [illegible] from the Youth Arts Fund.
Motion passed unanimously.

4. Facilities Condition
Staff explained plans for developing Technical Steering Committee to guide long-range facility planning for the Cultural Centers. The goal is to bring all facilities up to code and work toward support of a bond issue for facility maintenance and improvement. Staff briefly detailed history of facility difficulties in each of the Cultural Centers and problems with Department of Public Works.

Staff also discussed future plans for the Turk/Fillmore building and updated the Committee Members on the building's condition. Commissioner Lim suggested a plan be developed for us since the Art Commission can sell the property. She also suggested a plan be developed as to how sales revenue can be allocated to other facilities. Commissioner Okamoto requested that this be brought before the Civic Design Review Committee.

Commissioner Lim adjourned the meeting at 7:00 pm.

Minutes submitted for approval by:

Sonia Gray
Director, CAE

Minutes approved by:

Joanne Chow Winship
Director, Cultural Affairs

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SF Arts Commission
Agenda

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(415) 621-3868 FAX

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DIRECTOR OF
CULTURAL AFFAIRS
Joanne Chow Winship

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Civic Art Collection
Civic Design Review
Community Arts
and Education
POPS Concerts
Public Art Program

Street Artists Licenses
Suite 70
(415) 554-9677

Gallery
55 Grove Street
(415) 554-9682

NOTICE OF MEETING CANCELLATION

Please note that the November 17, 1992 meeting of the Community Arts and Education Program Committee has been cancelled.

Our next meeting will be as scheduled, December 15, 1992 at 4:30 p.m. in Room 70A of the Art Commission.

SF Arts Commission

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12/3/92

COMMUNITY ARTS AND EDUCATION CULTURAL CENTERS MEETING
Thursday, December 3, 1992, 9am to 12pm
San Francisco Art Commission
25 Van Ness, Room 70

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MINUTES

Meeting was called to order at 9:00 am.

Present: Joanne Chow Winship, Sonia Gray, Ann Wettrich, Kathryn Bell-CAE, Kola Thomas-CAAAC, George Renz, Christina Sablan, Conrad Okamoto-SOMAR, Shelly Bradford Bell-Bayview, Sharon Bliss, Raymundo Galindo-MCC

Discussion

A. Budget Cuts

Discussion began with Kola Thomas from CAAAC reading the language of a petition signed by various staff and members of the cultural centers in protest to proposed light, heat and power cuts to all centers.

Joanne Chow Winship explained the reason for the proposed cuts and the terms involved. Conrad Okamoto stated that the position the centers are in is a difficult one. The centers staff all understand the impact the budget cuts have had on the Art Commission in recent months, however they feel they need to make a stand on their own behalf against the cuts. This is being accomplished with the petition. Winship responded stating that there is a need to find a more stable funding source for cultural center expenses. There was a brief discussion regarding the possibilities of accessing funds through Prop J and CDBG grants.

B. Building Maintenance

Sonia Gray lead discussion surrounding changes in facility maintenance, stressing a greater priority in bringing each building up to fire, health and safety code regulations. Gray explained that because these buildings were not initially intended to be cultural facilities there are inherent problems in each structure. In addition, each space continues to deteriorate steadily, making the task of rennovation increasingly difficult. With all these problems facing each center, it is more important than ever that each building have a building manager who is knowledgable of codes and regulations, as well as daily, weekly and monthly maintenance tasks.

Kathryn Bell explained the concept of each center developing its own checklist of these maintenance tasks, which would help minimize/troubleshoot facility problems. Each center will be responsible for creating their own list, based on a model currently being implemented at MCC. Bell also detailed new procedure in track facility maintenance and repair calls. The new procedure uses a 3 copy form that

DPW will ultimately sign when the work is complete and the center will send one copy to the Art Commission for recordkeeping purposes. The forms will be printed within the month and will be implemented immediately.

C.25th Anniversary Celebration

The focus of this year's celebration will be on the cultural centers, as each center illustrates the contribution that Neighborhood Arts programming has made to San Francisco's various communities. George Renz stated that this is an ideal opportunity for "positive advocacy," to effectively demonstrate what each center does for its individual community. Centers staff agreed to take this plan to their boards to brainstorm ideas for celebrating in 1993, and bring ideas to CAE to strategize budget possibilities. Several ideas discussed were: a 25th year logo to be used at all centers correspondance, a banner to hang in front of all centers, calendar of 1993 events, and the Chain Reaction show at the Art Commission Gallery serving as the kick-off event in April 1993. Bayview and CAAAC still need to turn in their artist's names to Kathleen Kolba or Jason Tannen at the Art Commission Gallery.

D.Technical Assistance Update

Gray asked for an update from each center regarding progress with Circuit Network consultants. SOMAR and MCC are on initial assessment levels, and very pleased with the choice made for consultants.

E.Arts Education Update

Ann Wettrich updated centers on current arts education news including a definite new trend in funding arts education programs. Wettrich attended a recent conference held in New York that emphasized the importance of delivering a renewed artistic spirit to the public school system. The trend is toward a reform of the public school system. Wettrich also discussed the possibilities of accessing Prop J funds to implement additional arts education programs.

F.CAE/Cultural Center Meetings

Gray asked the centers to evaluate their individual needs for these monthly meetings, and to decide if quarterly meetings with CAE programs would be a more efficient means of communicating. Centers will consult and return an answer within the month.

Meeting was adjourned at 12:00 p.m.

Minutes submitted for approval by:

Kathryn Bell
Administrative Assistant

Minutes approved by:

Sonia Gray
Director, CAE

SF Arts Commission

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, January 19, 1993, 4:30 pm
Mission Cultural Center, 2868 Mission Street

MINUTES

Present: **Staff**-Sonia Gray, Ann Wettrich, Jennifer Spangler, Kathryn Bell. **Commissioners Present**-Genny Lim, Terri Simon, Nancy Bechtle. **Guests**-Andrew Wood, Luis Alberto Vasquez, Judy Talaugon, Jason Harris-Chasky; Kola Thomas, Martha Jimenez, George Renz, Rochelle Frazier-Cultural Center Consortium. **Community Members**-Richard Reineccius-Julian Theatre, Frances Tywoniak-Sunset Parkside Education and Action Committee.

Commissioners not present: Alonzo King, Rai Okamoto

Commissioner Lim unofficially called the meeting to order, as there was no quorum, at 4:40 pm.

Discussion:

1. Mission Cultural Center Renovations

Martha Jimenez of Mission Cultural Center updated the Committee on the status of renovations on the bathroom facilities at MCC. The requests for bids have resulted in a choice of architects and actual estimates in place. The work is being funded in part by a CDBG grant of $20,000, and will result in upgraded, ADA-standard facilities on the third floor and new facilities on the second. MCC staff is exploring funding possibilities to cover the estimated $5,000 extra cost that the architect has projected to complete work.

Commissioner Bechtle joined the meeting at 4:55 pm., a quorum was achieved, and the meeting was officially called to order by Commissioner Lim.

2. Chasky Presentation

Andrew Wood of Life on the Water presented information to the Committee on the Chasky celebration's historical significance and its history locally in the Mission District. The Chasky is a performance procession in response to Columbus Day, centered around Indigenous Peoples Day. There is an opportunity for young artists to become involved in the performance pieces that celebrate the Chasky, giving them the unique venue for their creativity. Wood is seeking an endorsement from the Art Commission for the annual Chasky celebration. The focus of this year's Chasky is to unify San Francisco youth and artists, and maximize resources. The following motion was made by Commissioner Lim, and seconded by Commissioner Simon.

✓ Motion to approve an official endorsement by the San Francisco Art Commission of the 1993 Chasky celebration.
Motion was unanimously approved.

3. MOU Review

Staff lead discussion of the background of MOU agreements previously held with the five neighborhood cultural centers, including several changes made in the recent draft, the reasoning behind the new language, and the importance of the document overall. MOU's for all the centers, with the exception of CAAAC, have recently expired. Staff emphasized the need for having a clear understanding of roles and responsibilities concerning the operation of these buildings in place as soon as possible.

The future possibility of having each center in a lease agreement similar to the one with the Center for African and African American Art and Culture was also discussed. The benefit to that type of agreement would allow each center to plan on a five or ten year timeline future programming and funding opportunities.

Kola Thomas expressed concern that item IX-Right to Access in the current MOU draft was too broad, and should be broken down into smaller, more clear catagories. It was also determined that implicit fiscal responsibility by the city and county of San Francisco is not included in the scope of the MOU. Gray stated that the MOU has been reviewed and approved by the City Attorney's office and certain language was inappropriate for this particular document.

4. Grants for the Arts

Grants for the Arts discussion was moved up on the agenda, at Commissioner Bechtle's request. Staff updated the Committee on status and content of our grant application to Grants for the Arts for 1993-94. Commissioner Lim made the following motion with the stipulation that a formal budget be submitted to the Commission, and Commissioner Bechtle seconded.

✓ Motion to approve Community Arts and Education's application to Grants for the Arts for 1993-94 fiscal year with a budget up to $200,000.

Motion was unanimously approved.

Commissioner Bechtle departed the meeting at 6:00 pm.

5. Cultural Center Consortium

Kola Thomas of the Center for African and African American Art and Culture introduced himself and fellow consortium members to the Committee and turned the update over to Martha Jimenez of Mission Cultural Center. Jimenez followed up on the Consortium's request to have one of the commissioners serve on the Consortium. She also detailed the issues facing the Consortium, listed as follows:

1. Possibility of light/heat/power cut to the center's buildings in future city budget cuts.
2. Discovering the common ground and needs among all the centers.

3. Exploring alternate funding sources to benefit Consortium as a whole.
4. Cooperation of resources and networking.
5. Discussing possibilities of partnering to celebrate the 25th Anniversary of the Community Arts and Education Program.

Further discussion concerning programming ideas and funds for the celebration of the 25th Anniversary, including the possibility of having a publicist assist the centers and CAE with this task.

6. Capital Improvement Update

Staff lead discussion of current status of facility improvement plans. The Art Commission's priority for all four neighborhood cultural centers is to have each building upgraded to meet fire, health, and safety codes. Current strategies for accomplishing this include execution of a needs assessment for each center resulting in a comprehensive list of repairs and improvements, with costs, as well as garnering a facility maintenance line item in the city budget as per the Cultural Affairs Task Force Recommendations. The possibility of a bond measure for seismic, ADA, and capital improvement upgrades on the November ballot was also discussed. Staff of both Community Arts and Education and ArtHouse are working jointly on this project.

7. Arts Education Update

Staff announced to the Committee that the next Community Arts and Education Committee meeting on February 16th will be dedicated to discussing current Arts Education issues. In addition, there will be a presentation given by Ann Wettrich at the full Commission meeting on February 1st on. To preface these discussions, Ann Wettrich has instituted the Arts Education Summary, a four-page comprehensive assessment of the efforts and goals of Arts Education. Each committee member received this handout, and was advised to read it in preparation for the next meeting.

Commissioner Lim adjourned the meeting at 6:30 pm.

Minutes submitted for approval by:

Sonia Gray
Director, CAE

Minutes approved by:

Joanne Chow Winship
Director, Cultural Affairs

From: The Committee for
500 Years of Self Discovery
3311 Mission, Box 171
San Francisco, CA 94110.

To: San Francisco Arts Commission
25 Van Ness Avenue
San Francisco, CA 94102.
Attn: Community Arts & Education Program Committee.

Date: Tuesday, January 19th, 1993.

The Committee for 500 Years of Self Discovery is seeking the endorsement of the San Francisco Arts Commission in regards to the Committee's main project, the annual performance event the "Chasky" (see attached).

The Committee is asking for endorsement on two counts. The first is recognizing the Chasky as a valid ongoing community/cultural event. The second would be to support the restructuring of the Chasky in the manner listed briefly below.

To implement an ongoing central structure based on a development time line of two years.
To include a model for the growth of the Chasky and the Committee and to develop an ongoing staff and office space. This may only be part time in nature, but it will provide a sense of continuity and will keep the Committee functioning at a creative and administratively active level. This would include the Committee being further involved with the community and other performance/workshop programs throughout the year.
One of the problems in the past has been the inability of the Committee to provide ongoing advice and assistance to the public in the months following the Chasky, which is the period of time when interest in both the event and the Committee is usually at its highest. For example in consultation with the staging of similar "Chasky-like" events, or in referring individuals and organizations to particular performers or work shops, and generally networking throughout the community.

That progress be measured by frequent reviews of the aims and objectives of both the Committee and the Chasky to ensure that they are:
a) serving the needs of the identified community.
b) are operating in a manner that is flexible enough to encourage and accommodate the inclusion of other groups from both within and beyond the immediate community.

Central administrative apprenticeships to co-ordinate both the workshops and the Chasky itself.
This would be a priority of the Committee. Youth liaisons who would be paid to work with the Chasky administrative team. These would be part time positions lasting up to six months at a time. Ideally filled by young people (17-18 years of age) who are familiar with the Mission district and have ties with one or more of the cultural groups that make up the community. Their duties would include: liaison with police and city officials; the event logistics of the Chasky itself;

interfacing and co-ordinating the various work shop elements of the program; running an administrative office and helping initiate and participate in the above mentioned comprehensive and ongoing evaluation model of both the Committee and the Chasky. Supervision and/or guidance will be available at all times

Stipends for the young people who are in the workshops.
These would be nominal payments only but they would set a positive precedent ithat would demonstrate to these young people that their opinions and experiences, if developed into a performance which they controlled themselves would be seen as a valid criteria for payment.

Applications for funding have already been sent to the Vanguard Foundation and applications are pending for Columbia, LEF, Haas and Zellerbach.
The "Eyes & Ears Foundation," a California non profit organization has also indicated that it would be able to give funds to support the program.

The Committee for 500 Years of Self Discovery

The Committee for 500 Years of Self Discovery formed in 1989 as a coalition of artists based mainly in San Francisco's Mission district. It was based on the concept of rethinking models of history to reflect a non Eurocentric view of Columbus and the invasion of the Americas through and from the perspective of the microcosm of the Mission community. The Committee began organizing for an event that would take place to coincide with October 12th. It was called a Chasky. The objective was to enable local people to speak out artistically and politically and provide them with a visual public forum to do so.

Chasky is a Quechua term for the traditional messengers who ran from village to village in the Andes bringing important news. The emphasis was on communication and mobility. For this reason it was also the term decided upon for the performance/procession organised by the Committee

In each of the past three years up to thirty separate performance pieces (comprising of two to three hundred performers), followed by audiences of over 1500, have demonstrated the severity of the situation on the streets of the Mission district in a variety of powerful and moving formats.

The concept of the *Chasky* is based on the empowerment of the community. It is an opportunity for this culturally rich but politically ignored neighborhood to speak for itself (in all its diverse forms) to many of the questions that are fundamental to the current state of the Americas. The issue is particularly relevant here, in an area where many of the descendants of the Europeans' original victims still have to deal with the legacy of the genocidal policies implemented against them. Dogmas that still continue in varying veiled forms to this day. For this reason the *Chasky* is not important because of the celebrity status of any one artist, but because it encourages ordinary people to be artistically and politically active, and puts the spirit of activism on the streets of the city in a format that is both creative and powerful.

Now, in 1993, three Chasky's later, The Committee feels that it was a significant community component in, and fulfilled its role as part of, the Resistance 500 Coalition. October 1992 revealed a widespread, fundamental questioning of the colonial values imposed on many cultures and peoples not only across the Americas but throughout the world.

The Committee believes that both itself and the Chasky have a constructive role to play beyond the 500th year. 500 Years of Resistance remains the idealogical center for the project. But the third Chasky, the theme of which was "Youth," highlighted many contemporary issues which are the direct consequence of systematic governmental policies of oppression, exploitation and genocide which have their historical roots in the same struggle as that of the Indigenous peoples against the original Conquistadores.

However the concept of the one day event is limiting. By its make up, the combination of performance and volunteer community activism along with the

complex logistics of the event, it would be more accurate to say that the event was only emblematic of ongoing work within the various cultures that make up our community, and that the definition of the Chasky as an entity was something else more closely aligned with the ongoing fusion of performance, cultural pluralism and political activism.

So far the Committee has been organized in a haphazard fashion. The organizational base is not suited to the demands of permanency and stability. Therefore in its present volunteer state the Chasky has probably expanded as far as it can. The resources currently available do not provide for the level of ongoing community liaison and stable administrative structure to make the Chasky a permanent and reliable community service. It has got to the stage where a more focused approach to organizing and external fund raising is required. But to move away from the volunteer format may involve running the risk of losing the grass roots community base which is one of the special features of the Chasky. For this reason, especially to justify asking for the kind of money needed to embark on expansion, it is necessary for the Chasky to expand within the community itself rather than growing up away from it.

One way of developing the Chasky, which could maintain the sense of community activism and fulfill a social need, would be to encourage existing and develop new workshop performance programs for some of the young people of the city. A particularly needy area for this type of project would be community centers working with young people considered to be "at risk." This would be a powerful way of demonstrating how art forms an integral part of the communicational and healing process within the community.

The Chasky could in this respect act as a bridge between the arts world and that community which the arts world claims to represent. And, most importantly, its expansion in this form would not result in a moving away from the grass roots but instead it would be bringing a social catalyst to the roots.

San Francisco Art Commission
Arts Education Summary

Goals

1) to make arts accessible to San Francisco children and teens at risk in school and community settings
2) to facilitate collaborative projects and strategic planning
3) to provide resources: funding, information, technical assistance
4) to support the role of professional artists in education
5) to promote cultural equity in the distribution of resources

Activities

GRANTING PROGRAMS: The primary purpose of the grants program is to be able to facilitate the development of quality arts education programs locally. We do this by creating granting guidelines that support our arts education policy and goals The difference between the Art Commission and other local funders is that we have an a hands-on relationship with cultural and community centers, schools, and arts education organizations. We provide information and technical assistance, as well as funding. We have the only peer-panel review process in the city for arts education grant awards.

1. Literary Arts Community Pilot Grants: Initiated in 1992, this program made grants of $2,000-$6,750 (totalling $73,700) to 15 organizations. This program is made possible with funds from the Commission's Youth Arts Fund and a 3-year grant from the National Endowment for the Arts. The grant awards are for one year and support local after-school arts workshops led by professional artists working with local arts and community organizations. Over 1,200 youth at risk, ages 11-17, are directly served through this program, and thousands more reached through performances, exhibits, televised productions, and publications sponsored by the projects. The grantee organizations are collaborating with over 30 schools and 20 libraries and community groups. Although all projects have literary arts at their core, most are inter-disciplinary in nature and include theatre, dance, visual arts, music, photography, and media arts. We are planning an event with the Art Commission Gallery to showcase student work developed within these projects

2. Youth Arts Festival: We provide $10,000 in support of this annual 5-day festival (May 5-9th), put on by the San Francisco Unified School District and the Fine Arts Museum. Over 80 schools and community arts group participate, showcasing student art work from kindergarten through high school. Over 10,000 people attend performances, exhibits, and hand-on art activities featured at the festival. The Art Commission's Arts Education Office sits on the festival steering committee.

3. *Scholarships:* We provide a $3,000 grant annually to California State Summer School for the Arts (CSSSA) to make scholarships available to low income

San Francisco students accepted to the school. CSSSA is an intensive summer residential training program for high school students throughout the state who show outstanding talent in dance, music, visual arts/crafts, creative writing, theatre, film, and video. The Art Commission is the local sponsor for California Arts Scholar Recognition Day which takes place as part of the opening celebration for the Youth Arts Festival. At this event, local CSSSA students are publicly recognized as "California Art Scholars" and are presented with commemorative medallions. Ten to fifteen San Francisco students attend CSSSA each year.

COLLABORATIVE ACTIVITIES

1. Arts Education Funders Collaborative: This group is jointly led by Bruce Sievers, Director of Walter & Elise Haas Fund; Holly White, Director, The Gap Foundation, and Ann Wettrich, Arts Education Officer, S.F. Art Commission. We began meeting in August with the goal of facilitating strategic and collaborative planning locally in arts education and allocating funding towards special projects identified by the group. The group consists of about 20 foundations and corporations involved in arts education funding. The group has identified three projects to work on:

a) Arts Education Resource Directory: The Art Commission is working with the San Francisco Unified School District to create a resource guide to youth arts programs in school and community settings. The new directory titled, Inside/Out combines and updates two previous directories put out by the District and the Commission. The directory features information about in-school, after-school, weekend, and summer arts programs for San Francisco children and teens. It will include neighborhood maps locating schools and community art centers, and provide information about local arts services and festivals. Three to five thousands copies of the book will be printed and distributed in Spring of '93 (free) to public and private schools, cultural and community centers, children service and arts organizations, PTA's, libraries, and other interested groups. This project is being funded by the Crescent Porter Hale Foundation, the Gap Foundation, the Walter & Elise Haas Fund, the Bernard Osher Foundation, and the Pacific Telesis Foundation.

b) Arts Education Professional Development Institute: Currently in the research stages, this project will address the needs for arts education in the schools by training teachers in the SFUSD and facilitating artist-teacher partnerships. An advisory group is being formed to develop this project which will include a summer institute for San Francisco teachers, a series of arts education workshops to be offered through SFUSD professional development program, and in-school workshops. This project strives to initiate collaborative and strategic planning among San Francisco arts organizations and schools, promoting quality arts education by creating a structure where local arts education resources are made accessible to teachers. The goal of the institute is to give teachers the skills, knowledge and resources necessary to incorporate the arts into their curriculum and to utilize community resources in bringing a rich diversity of arts education opportunities to their students. The institute will bring national arts education experts as keynote speakers and will contract local arts education organizations, artists and arts educators to conduct workshops. The idea is to unify efforts, establish common goals, and focus resources to meet needs in a way that avoids duplication of effort.

c) Arts Education Clearinghouse: This project is in early conceptual stages. The idea is to create an information center with a data-base on arts education events, programs, issues and resources. The project might include a newsletter. Discussions have taken place with several organizations that could possibly devote space to this project--the new public library, and the new Yerba Buena Children's Place. Both groups have expressed an interest.

2. *San Francisco Arts Providers:* A consortium of approximately 30 arts organizations in the city, who provide arts education programs to San Francisco public schools. The Art Commission acts in an advisory capacity and helps to facilitate collaborative initiatives and strategic planning in arts education among the membership.

3. *Cultural and Community Center Activities:* The Community Arts & Education Program at the Commission provides financial and technical assistance support to cultural centers and community arts centers. We hold monthly meetings with these groups to disseminate pertinent information and facilitate joint planning and projects. Arts education information is shared at these meetings and program development in this area is encouraged.

4. *Public Advocates: The Best Agenda for Children in S.F.* This is a broad-based coalition of groups, led by Public Advocates, serving children in the city. It includes representatives from schools, the teachers union, health and human service organizations, city agencies and the business community. The goal is for strategic planning, creating common goals and an efficient plan for the delivery of quality services to children in San Francisco. The group is involved in putting together an action agenda for the Board of Supervisors and the Board of Education to equitably address the needs of children throughout the city. We have just begun working with this newly formed group with the goal of getting them to include the arts and the creative development needs of children in their agenda and action plan.

Staff

The Art Commission has one full-time temporary position in arts education made possible through combined funding sources--the California Arts Council's State-Local Partners Program, the Youth Art Fund, and a one-year special project grant from Walter & Elise Haas Fund. Ann Wettrich was hired in May '92 as Arts Education Officer. She works within the Community Arts & Education Program under the direction of Sonia Gray.

Future Program Development and Funding

Our goal is to generate new public funds to secure the arts education position and to expand our grants programs. We hope to create new granting programs to meet a variety of needs in arts education, such as, scholarships to local arts programs; arts apprentships, artist-in-residence programs for community day schools who work with youth at high risk of educational failure, and other special project grants. Potential funding sources are identified below.

1. City Funds: We have been meeting with the Mayor's Office of Children, Youth and Their Families to receive an allocation of funds from the Children's Initiative. Forty percent of these monies, which are expected to total approximately 13.2 million

dollars for 93-94 (based on a formula of $0.025 for each one hundred dollars of assessed property valuation) are allocated to several city departments: Public Health, Social Services, Juvenile Probation, and Public Libraries, Recreation and Parks. Additionally the Private Industry Council will be allocated approximately 2.66 million in 93-94 for collaborative planning among city departments, facilitated by MOCYF, to utilize this money as a whole. This departmental plan will emphasize collaboration with the San Francisco Unified School District. We are hope to work with this group, even though the Art Commission is not one of the city agencies currently being funded. The Art Commission could play a pivotal technical assistance role in developing quality arts programs with the other city departments and the local arts education community.

Approximately half of the Children's Initiative funds are regranted to children's service organization. In the first funding cycle only one arts organization was funded. Our meetings with the MOCYF resulted in wider allocations for the arts built into the new guidelines for 92-93. These guidelines call for $400,000 to be granted towards arts and cultural programs.

2. State Funding: Two legislative initiatives were signed by the governor this year to fund arts education partnerships among local schools, arts agencies, and community organizations. Funding is not expected to be available until 1994. The two initiates are #1282 and #1286. The first, known as the "license plate bill" will produce an arts license plate (designed by Wayne Thiebaud) to be sold throughout California. Some undesignated percentage of the profits from these sales will go to the California Arts Council to implement the arts education initiative legislation (#1286) which will fund public/private partnership projects in arts education throughout the state.

3. Federal Funding: Three primary sources:

a) National Endowment for the Arts The NEA is supporting two national projects in arts education. These projects are jointly developing national standards and assessment methodologies for arts education. A draft will be available for input across the field nationally in the early part of '93 Additional arts education funding is available to non-profit groups through the many individual departments at the NEA. (The Mission Cultural Center is applying for one of these grants to fund an after-school multi-disciplinary arts program.) Their grants program for local arts agencies is being re-evaluated this year. New guidelines have not yet been established and await the results of the national standards and assessment projects.

b) Kennedy Center: In process of developing a grants program, similar to the state arts education partnership program described above. No funding is currently available.

c) Clinton Administration: We are hoping the new administration will allocate public funds through education, social service, and jobs programs that can be utilized to support our arts education efforts.

We need help in promoting our work and leveraging public and private support to expand our efforts and broaden arts education opportunities throughout San Francisco.

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SF Arts Commission

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, February 16, 1993 4:30 pm
Center for African and African American Art and Culture
762 Fulton Street, San Francisco
Buriel Clay Theater

AGENDA

*This meeting will highlight our Literary Arts Grantee's projects in progress, and update the Full Commission on this Arts Education grant program. Beginning at approximately 4:30, the directors, staff, and participants of these projects will give brief presentations of their current work. Schedule is as follows:

4:30	Alma Robinson, California Lawyers for the Arts--Summer Internship Program
4:35 to 5:45	Literary Arts Project presentations and discussion

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, March 16, 1993, 4:30 p.m.
San Francisco Art Commission, Room 70A

AGENDA

DISCUSSION

1. MOU Approval
   (see attached final draft sample)

2. 25th Anniversary--Consortium Event Coordinator

3. Bond Issue Update

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Art House
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San Francisco, CA
94123-1382
(415) 885-1194

SAN FRANCISCO ART COMMISSION
ACCESSIBLE MEETING POLICY

1. Full Commission Meetings, and individual Committee Meetings of the Art Commission will be held at 25 Van Ness Avenue, Suite 70, San Francisco, CA. Twenty Five Van Ness is located on the corner of Oak and Van Ness. Suite 70, basement level, can be accessed by the two main elevators in the lobby of the building.

2. The closest accessible BART Station is the Civic Center Station located at the intersection of Market, Hyde and Grove Street. Accessible MUNI Metro lines serving this location are the J,K,L,M, and N which stop at Van Ness Avenue and Market Street, one-half block from the Art Commission offices. Accessible MUNI lines serving the corner of Van Ness and Market are 9,26,and 42. for more information regarding MUNI accessible services, please call (415) 923-6142.

3. American sign language interpreters and/or a sound enhancement system will be available upon request at meetings. Please contact Sonia Gray in the Community Arts and Education Program at (415) 554-9671 at least 72 hours prior to meeting. Late requests will be honored in possible.

4. To allow individuals with environmental illness or multiple chemical sensitivity to attend any meetings, individuals are requested to refrain from wearing perfume or other scented products.

5. Accessible curbside parking has been designated on Oak Street between Van Ness Avenue and Franklin Street.

6. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

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COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING
Tuesday, March 16, 1993 4:30 p.m.
San Francisco Art Commission, Room 70A

There was no quorum achieved in the regular monthly committee meeting on March 16, 1993. As this was not an official meeting, there are no minutes. Copies of the meeting notes are available in the CAE office of the Art Commission at 25 Van Ness, Suite 240.

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, March 16, 1993 4:30 p.m.
San Francisco Art Commission, Room 70A

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MEETING NOTES

Present: Staff--Sonia Gray, Ann Wettrich, Jennifer Spangler, Kathryn Bell; Commissioners Present--Genny Lim, Terri Simon; Guests--Rochelle Frazier, Regi Oliver--Bayview; Martha Jimenez--MCC; George Renz--SOMAR; Kola Thomas--CAAAC; Richard Reineccius--Cultural Centers Consortium.

Commissioners not present: Rai Okamoto, Alonzo King

Commissioner Lim unofficially called the meeting to order at 4:50 p.m. This meeting was not an official meeting, as no quorum was achieved.

DISCUSSION

1. Capital Improvements Funding
Staff updated the Committee on the progress of the 1993-94 capital improvement budget recommendations. The initial report submitted to the Capital Improvement Advisory Committee (CIAC) did not contain any line item funds for the city-owned cultural center facilities annual maintenance costs. An appeal made to the C IAC earlier Tuesday secured a recommendation of $100,000 toward these costs. Staff stressed the need for the centers to lobby the supervisors and Mayor Jordan to keep this recommendation in the final budget proposal. Staff explained that money would be used for maintenance and code violation work on all of the facilities.

2. MOU Approval
Staff and centers discussed the changes to the MOU regarding the stipulation that the facilities be used only for art and cultural activities. City Attorney verified that "only" remain in the language, and an appendix for possible uses be added. Committee discussed what possible uses might include. Commissioner Lim suggested that "community" be added to make language more inclusive.
Committee officially recommends the following: The word "community" be inserted after the word "art" within Section II, Scope of Understanding, Item C-3 in the current final draft of the MOU agreement.
Staff stressed the need to complete this process as soon as possible due to the upcoming bond issue. MOU approval will be included on Full Commission agenda for April 5 meeting, and signed documents will be in place by April 15.

3. 25th Anniversary Update

Cultural Center Consortium member Richard Reineccius has been appointed to the position of 25th Anniversary Coordinator for the upcoming 1993 celebratory events. Reineccius gave an overview of the project proposal and budget outline to the Committee. Chain Reaction, opening April 8, will still serve as the opening event for the celebration. Centers are planning events within their buildings, as well as in their communities to highlight all cultural center activities.

Staff also addressed a letter from the Consortium requesting a commissioner be assigned to join the group to facilitate greater understanding and partnership between the commissioner and the community cultural centers.

Committee officially recommends the following: Commissioner Terri Simon be appointed to serve as Commissioner Advisor to the Consortium.

4. Bond Update

Staff updated Committee on progress of primary report on the facilities for the bond issue. A first draft report is complete, and weekly meetings between DPW, architects and Art Commission staff continue. Second draft will be completed by March 26, and the final draft will be complete by the first week in April.

Meeting concluded at 6:20 p.m.

Professional Development Project Summary Proposal
(DRAFT for REVIEW)

Project Description

A pilot professional development project for the 1993-94 school year that will focus on SFUSD elementary schools, providing a series of arts education training workshops for educators that will take place at their school site.

The project will be launched in the Fall of '93 with an Arts Education Symposium bringing national, state and local leaders together to speak about the arts, it's vital role in education, and it's place within the *education reform agenda and the San Francisco Unified School District.*

The Arts Education Symposium
The symposium will be held in late September or early October on a SFUSD "professional development day" so that teachers will be compensated for their attendance.

The pilot professional development project/workshop series for elementary schools will be announced on this day and information and application materials distributed. Elementary schools will be encouraged to apply.

Targeted participants for the symposium will be elementary school administrators and teachers as well as artists and arts education organizations. The symposium will be open (space allowing) to other interested parties (i.e., parents, para professionals, arts education students, educators from children's centers, middle school, high schools, colleges).

Arts Education On-Site Professional Development/Workshops
SFUSD elementary schools will apply to participate in this arts education professional development project that will travel to school sites. A minimum of 23 elementary schools will be served. Schools with little or no arts education programming will be given top priority. Each participating school will receive:

* Arts Education Workshop Series (three, 2-hour sessions):

1) *Introducing Arts Education:* Orientation to basic arts education concepts with distribution of resource materials: (including California Arts Education Framework, SFUSD Fine Arts Guide, and Inside/Out Directory). Workshop presenters can be drawn from professional education and arts education community (i.e., SFUSD, State Department of Education, California Arts Project).

2) *Arts in the Classroom:* Using the creative process to enhance teaching, learning, and integrating arts into the curriculum. Workshops can be given by artists and arts education experts drawn from local organanizations. (i.e., Exploratorium, the Next Stage, PAW).

3) *Arts Education Partnerships:* Workshops by established arts education providing organizations emphasizing artist residencies and artist/teachers partnerships (i.e., PAW, CPITS, SFAEF, MUST, Young Audiences) Schools can select from a listing of organizaitons.

* Field trip to one San Franciso cultural arts institution (i.e. S.F. Ballet, S.F. Opera, Fine Arts Museums, San Francisco Symphony, Museum of Modern Arts, Center for African and African American Art & Culture, Mission Cultural Center, South of Market Cultural Center, Chinese Cultural Center, Bayview Opera House) of choice.

* Follow-up arts education activity on-site with students. Schools can arrange for a specific activity with the arts provider.

The workshop series will take place over the course of one-two weeks immediately after-school or during a professional development day. A minimum of ten teachers must attend each session. Teachers will be compensated for their time and given professional development credit through the SFUSD. All participants will be asked to complete a questionnaire at the conclusion of the project. Each participating school must send a representative to an evaluation roundtable discussion convened at the end of the school year.

Administration

The project will be a collaboration of the San Francisco Art Commission and the San Francisco Unified School District. The SFAC arts education officer will direct and oversee the project in

partnership with SFUSD and will be the direct liaison with project funders and arts providers. The SFUSD will direct and coordinate communication with school administrators and teachers and will be responsible for arranging "professional development arts education days" and professional development credits and for teachers.
A Project Coordinator will be hired to organize and implement the symposium and professional development project in cooperation with the SFAC and SFUSD. Intersection for the Arts will serve as fiscal agent.

Preliminary Expense Budget

Symposium	$ 6,000	
Project Administration	15,000	
Supplies/Materials	3,000	
Project Coordinator	20,000	
School Project Expenses (28 schools at $2,000 each)	56,000	
Total Expenses		**$ 100,000**

Budget Notes:

1) Administrative Expense Breakdown:
- Intersection for the Arts, $5,000 (5%Total Budget) Fiscal Agent Fee
- SF Art Commission, $10,000 (10%Total Budget) Project Administration

2) School Project Expense Breakdown: $2,000/school
- Teacher Stipends: $ 1,000
  10 teachers, $100/each
  (for attendance at all three workshops)
- Arts Workshops Presenters:
  three, 2-hour workshops at $100/hr. $ 600
- Follow-up Activity and Field Trip Expenses $ 400

If SFUSD can arrange for activities to take place on professional development days, then teacher stipend funds can be eliminated and the project can reach more than 28 schools.

3) Project Income: Support for the project will take the form of in-kind contributions from the SFUSD and the S.F. Art Commission, as well as grants from foundations and corporations participating in the Arts Education Funders Collaborative who initiated the development of this project. Funds will be secured for the project over the course of a year (in accordance with timelines of funding agents) at an estimated rate of $25,000 a quarter.

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SAN FRANCISCO ART COMMISSION
COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING

Tuesday, April 20, 1993 4:30 p.m.
25 Van Ness Avenue, Room 70A

AGENDA

DISCUSSION

1. Literary Arts Grants Program
   - A. Applications and Guidelines
   - B. Panel Process
   - C. Schedule
   - D. Budget
2. Bond Update
3. Special Projects Grants
   - A. Application
   - B. Review Process
   - C. Proposed Center Projects
     1. Bayview Opera House/George Washington Carver Project
     2. Mission Cultural Center/Summer School Project
     3. Center for African Art and Culture/Summer Project
4. Cultural Centers Consortium
   - A. 25th Anniversary Programming
5. Live/Work Seminar--ArtHouse

MOTIONS

1. Motion to approve the proposed plans for work on the recording studio at Bayview Opera House.
2. Motion to recognize that the San Francisco Art Commission congratulates San Francisco high school students on their acceptance into the California State Summer School for the Arts and salutes them as 1993 California Arts Scholars.
3. Motion to approve the proposed plans for work on the Gallery and Textiles Department at the Mission Cultural Center.

MAYOR
Frank M. Jordan

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COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING
Tuesday, April 20, 1993 4:30 p.m.
San Francisco Art Commission, Room 70A

MINUTES

Present: Staff--Sonia Gray, Ann Wettrich, Jennifer Spangler, Kathleen Lane, Kathryn Bell; Commissioners Present--Genny Lim, Terri Simon, Alonzo King; Guests--Regi Oliver--Bayview; Martha Jimenez, Peter Vigil --MCC; Richard Reineccius--Cultural Centers Consortium.

Commissioners not present: Rai Okamoto
Commissioner Lim called the meeting to order at 4:45 p.m.

DISCUSSION

1. Literary Arts Update
Staff summarized highlights of recent site visits to the 1992-93 grant recipients, and how those visits are shaping the changes in the grant guidelines for 1993-94 funding. Staff has reworked the guidelines to hone the goals of the project with the hopes of receiving strong proposals that clearly incorporate the literary arts component for 1993-94. This year's budget, schedule, application and guidelines were discussed, as well as strategies for reaching a wide audience to apply for the grant. This year's distribution of applications will be expanded to 500 from 300 last year.

Commissioner Lim gave her input concerning the panel process based on her participation last year. The possibility of distributing the proposals to the panelists differently prior to the screening was discussed. Staff also asked committee members to decide which commissioner will be on this year's panel. That decision must be made prior to June 15th CAE Committee Meeting. The following motion was made by Commissioner Lim, and seconded by Commissioner Simon.

Motion to approve Literary Arts Grant Pilot Program's application, guidelines, and budget for 1993-94. Motion was unanimously approved.

2. Bond Update
Staff updated Committee on progress of final report on the facilities for the bond issue. The final cost of the bond is approximately $21 million for 4 cultural centers and the Art Commission Gallery. Report was submitted to CAO's office last week.

3. Live/Work Seminar
ArtHouse staff gave update on artspace seminar scheduled for June. Budget and schedule for event were discussed, including budget for the publication "The Inspector Cometh" which will be available to artists and organizations at the seminar. The booklet was recently updated by its author, Richard Reineccius, to reflect current building codes in terms of fire, health and safety.

4. 25th Anniversary Update
Cultural Center Consortium member Richard Reineccius has been appointed to the position of 25th Anniversary Coordinator for the upcoming 1993 celebratory events. Reineccius gave an update of the project proposal and budget outline submitted to Grants for the Arts for funding. Centers are planning events within their buildings, as well as in their communities to highlight all cultural center activities. Commissioner Simon has been working with the Consortium on this project as Commissioner Liason between the Art Commission and the centers.

5. Special Projects Grants
Staff discussed special grants process through which the cultural centers receive funds for special summer projects. As part of the Youth Arts Fund money, this grant is not competetive among the centers, and projects are funded as funds are available. Three of the centers plan to apply this year. Committee will review their applications at the May Program Committee Meeting.

MOTIONS

The following motions were made by Commissioner Lim, seconded by Commissioner King, and unanimously approved:

Motion to approve the proposed plans for work on the recording studio at Bayview Opera House.

Motion to recognize that the San Francisco Art Commission congratulates San Francisco high school students on their acceptance into the California State Summer School for the Arts and salutes them as 1993 California Arts Scholars.

Motion to approve the proposed plans for work on the Gallery and Textiles Department at the Mission Cultural Center.

Meeting was adjourned at 6:05 p.m.

Minutes submitted for approval by:

Sonia Gray
Director, Community Arts and Education

Minutes approved by:

Joanne Chow Winship
Director of Cultural Affairs

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SAN FRANCISCO ART COMMISSION
COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING

Tuesday, May 25, 1993 4:30pm
25 Van Ness Avenue, Room 70A

AGENDA

1. Arts Education - Ann Wettrich
   A. Summary Update
   B. Resource Books
   C. Literary Arts Update
      Panel composition

2. Arthouse - Jennifer Spangler
   A. Seminar "Tools for Creating Space that Works"

3. Special Project Grants Review - Sonia Gray
   A. Art Providers Alliance
      $500 Internal Communications Service

   B. Mission Cultural Center
      $6500 Summer Youth Program

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Frank M. Jordan

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SAN FRANCISCO ART COMMISSION
Accessible Meeting Policy

1. Full Commission Meetings, and individual Committee Meetings of the Art Commission will be held at 25 Van Ness Avenue, Suite 70, San Francisco, California. Twenty Five Van Ness is located on the corner of Oak and Van Ness. Suite 70, basement level, can be accessed by the two main elevators in the lobby of the building.

2. The closest accessible BART Station is the Civic Center Station located at the intersection of Market, Hyde and Grove Street. Accessible MUNI Metro lines serving this location are the J,K,L,M, and N which stop at Van Ness Avenue and Market Street, one-half block from the Art Commission offices. Accessible MUNI lines serving the corner of Van Ness and Market are 9,26, and 42. For more information regarding MUNI accessible services, please call (415) 923-6142.

3. American sign language interpreters and/or a sound enhancement system will be available upon request at meetings. Please contact Sonia Gray in the Community Arts and Education Program at (415) 554-9671 at least 72 hours prior to meeting. Late requests will be honored in possible.

4. To allow individuals with environmental illness or multiple chemical sensitivity to attend any meetings, individuals are requested to refrain from wearing perfume or other scented products.

5. Accessible curbside parking has been designated on Oak Street between Van Ness Avenue and Franklin Street.

6. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

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COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING
Tuesday, May 25, 1993 4:30 p.m.
San Francisco Art Commission, Room 70A

MINUTES

Present: Staff--Sonia Gray, Ann Wettrich, Rich Newirth, Jennifer Spangler, Kathryn Bell; Commissioners Present--Genny Lim, Terri Simon, Alonzo King, Willis Kirk; Guests--Juan Carlos Cuellar, Peter Vigil --MCC; Jim Weeks-SOMAR, Sheila Preston--Arts Providers.

Commissioners not present: Rai Okamoto
Commissioner Kirk called the meeting to order at 4:40 p.m.

DISCUSSION

1. ArtHouse Update

Jennifer Spangler presented to the Committee plans for the upcoming ArtHouse seminar, entitled, "Tools for Creating Space that Works." The seminar is scheduled for June 16 from 9 a.m. to 12 p.m. This seminar will also be presented in Los Angeles the following week. The presentations will include "Case Studies of Facilities that Work," "Financing Improvements and Acquisition," and "Sharing Space and Pooling Resources." Speakers include directors and representatives from local arts organizations such as Intersection, Lorraine Hansberry, Koncepts, and the Film Arts Foundation. A late addition to the speaker list is a representative from San Jose to discuss that city's unique artspace program. The Cultural Centers and CAE's Programs in the Community will receive scholarships to this seminar.

2. *Special Projects Grants Review*

Staff reoriented the Committee with the process of applying for Cultural Center Special Projects funding through CAE Youth Arts Fund. The funds are seed money to implement projects within the centers to foster arts education and cultural activities for local youth during the summer months. Funds are designated for projects meeting guidelines including the stipulation that project strategize for matching funds, and not to rely solely on this limited supply of funding. This grant is not a competitive one among the Centers, though each project must meet stated guidelines.

Juan Carlos Cuellar, Educational Director and Peter Vigil, Development Director at MCC, gave a presentation on the Summer School Program that Center developed last summer. The program, designed to serve at-risk youth in the Mission District as a summer school program, provides art and cultural classes in all disciplines housed at Mission Cultural Center. MCC has raised $8000 toward this project for this year, and hopes to extend the scope of the project for next year. Cuellar believes that by engaging these individuals in the collective creative process, it gives them the tools to challenge/combat gang involvement that is prevalent in their community.

The following motion was made by Commissioner Lim, seconded by Commissioner

Kirk, and unanimously approved:
Motion to approve $6500 Special Projects Grant request of the Mission Cultural Center to assist in funding their Summer Youth Program.

Sheila Preston of the Arts Providers Alliance was introduced and a brief summary of the background of the Arts Providers in relation to the Art Commission was given. Preston was present to answer any questions the Committee had concerning the Special Project Grant request. Commissioner Kirk stated that he felt the program was comprehensive and the request was reasonable. The Alliance was requesting $500 to assist in mailing and supplies for annual costs incurred by the organization.

The following motion was made by Commissioner Kirk, seconded by Commissioner King, and unanimously approved:
Motion to approve $500 Special Projects Grant request of the Arts Provider Alliance to assist in annual operating costs of that organization.

3. Arts Education Update

Ann Wettrich presented a draft of an Arts Education Summary describing goals, strategies, and policies of the Art Commission in terms of Arts Education. The summary also included details of current projects being developed to further the stated goals of this program. Committee stated that the summary was very comprehensive, and gave each member a clear indication of the necessity of Arts Education and the direction of current efforts in the field.

The Arts Education resource guide, "Inside/Out" was recently completed and copies are currently being distributed to schools, arts organizations and public libraries by the San Francisco School District and the Art Commission. The Committee commended Wettrich and staff on the successful collaboration, and commented positively on the completeness and accessibility of the information presented.

Staff updated Committee on progress of the second year of Literary Arts Granting. Applications have been sent, and staff is beginning to look into the process of selecting this year's panel. Recommendations for panel members by Committee are welcomed, and staff requested that one commissioner from the Committee be selected at that time to serve on the 1993-94 panel. It was decided that Commissioner Kirk be this year's Committee representative. Panel Process is tentatively scheduled for the last week in July.

Meeting was adjourned at 5:58 p.m. by Commissioner Lim.

Minutes submitted for approval by:	Minutes approved by:
Sonia Gray Director, Community Arts and Education	Joanne Chow Winship Director of Cultural Affairs

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SAN FRANCISCO ART COMMISSION

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, June 15, 1993 4:30 p.m.
25 Van Ness Avenue, Room 70

MAYOR
Frank M. Jordan

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AGENDA

Discussion

1. CAAAC Lease Evaluation
2. ArtHouse Discussion
3. Bond Update

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ACCESSIBILITY INFORMATION

**Pursuant to City policy and the requirements of the 1973 Rehabilitation Act and the 1990 Americans with Disabilities Act, all City agencies will make reasonable accommodations to the needs of persons with disabilities.*

Full Commission Meetings, and individual Committee Meetings of the Art Commission will be held at 25 Van Ness Avenue, San Francisco, located on the corner of Oak and Van Ness. All meetings are held in Suite 70, basement level, and can be accessed by the two main elevators in the lobby of the building.

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Accessible curbside parking has been designated on Oak Street between Van Ness Avenue and Franklin Street.

Accessible MUNI lines that serve this location are:

J, K, L, M, and N Trains--stopping at Van Ness and Market, one-half block from the building.
9, 26, and 42 Buses--serving the area of Van Ness and Market.
Civic Center BART, located at the intersection of Grove, Hyde, and Market Streets.
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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, June 15, 1993 4:30 p.m.
San Francisco Art Commission, Room 70A

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MINUTES

Present: Staff--Joanne Chow Winship, Sonia Gray, Ann Wettrich, Jennifer Spangler, Kathryn Bell; Commissioners Present--Genny Lim, Terri Simon, Alonzo King, Rai Okamoto, Willis Kirk; Guests--Kola Thomas, Reverend John Lane, Willie Brown, Tunami Onabiyl, Deborah Craig, Nontsizi Cayou, Oba T'Shaka-CAAAC, Alma Robinson-CLA, Maria X. Martinez-MCC, Robert Carrillo-La Raza Graphics.

Commissioner Lim called the meeting to order at 4:47 p.m.

DISCUSSION

1. CAAAC Lease Evaluation

Staff gave introduction and overview of evaluation process as it reads in the signed lease agreement with the center. Meeting was turned over to CAAAC Director Kola Thomas who introduced his board and staff members present. Thomas also handed out binders containing the self-evaluation and programming overview that has been recently completed by CAAAC. Board President Reverend John Lane addressed Committee and invited them to peruse the submitted self-evaluation document. (see attached)

Thomas highlighted key points in the document including staff and board lists, and recent accomplishments. Commissioner Kirk asked about the current programs that are in place, which Thomas then outlined. Plans for future revenue-producing programs including a snack shop were discussed. Thomas concluded his presentation by respectfully submitting the report to the Committee and requesting another five years in the current lease agreement with the Art Commission.

The following motion was made by Commissioner Okamoto, seconded by Commissioner Kirk, and unanimously approved:

Motion to approve the submitted report evaluation by the Center for African and African American Art and Culture, and continue the lease agreement held with the Art Commission for another five years.

2. ArtHouse Update
Jennifer Spangler announced to the Committee her resignation as Director of ArtHouse effective June 30, 1993. Spangler made a presentation of her recommendations for future ArtHouse planning and an overview of the current programming in place. Spangler indicated that she hoped that these recommendations would serve to open a discussion between California Lawyers for the Arts and the Art Commission concerning plans for the Director position and the organization's focus. Her observations included the following:

*Still a tremendous need for the program in terms of assistance to individual artists.
*Several new areas of funding are opening up in the realm of facility assistance, and there could be opportunities for ArtHouse to provide technical assistance to organizations and individuals applying for and receiving funding.
*Suggests that the interests of California Lawyers for the Arts and the Art Commission in terms of ArtHouse could deviate based on current activities, and that priority should be given to developing both visions for the organization. However, current staff situations would make that very difficult unless there was an expansion, or split of the two visions into two separate organizations.

A discussion of future vision for ArtHouse ensued with Alma Robinson from CLA and Art Commission staff and Committee members. Commissioner Lim expressed concern for the future of the current programming at ArtHouse, and hoped that every effort would be made to continue it after June 30. Director Robinson expressed her board's commitment to ArtHouse in its current state. Director Winship noted that there is interest by ArtHouse to expand beyond its advocacy and information services for artists live/work space to technical assistance in art space development to artist and arts organizations. At a time of shrinking resources both from the State and with earned income, a careful look will be given to evaluate this desired expansion of services. Winship will be meeting with Robinson to discuss the full description and implications of technical assistance services. Commissioner Lim and Commissioner Okamoto expressed their thanks and appreciation to Spangler for her work and commitment to the ArtHouse program.

CLA's plans for transition include retaining the current position of Program Assistant and extending it to five days per week.

3. Bond Update
Staff discussed the addition of $4 million to the bond issue for a new Gay and Lesbian Cultural Center, bringing the total of the bond to $98 million. Currently, there are no site plans for the new center. Bond issue has been passed by the Board of Supervisors, and will be on the November ballot.

4. Literary Arts Panel Pool
Staff updated Committee on plans for 1993-94 Literary Arts Grants. The panel is scheduled for Wednesday, July 28, and Commissioner Kirk is participating in the panel process this year. The remaining four panelists have been selected from the Panel Pool and Staff requested a motion from the Committee to approve those selections.

The following motions were made by Commissioner Lim, seconded by Commissioner King, and unanimously approved:

Motion to approve the new additions to the Panel Pool list for the CAE Literary Arts Community Pilot Grants Program.

Motion to approve the five selected panelists for the 1993-94 Literary Arts Community Pilot Grants Program; Mathew Schwarzman, Dr. Willis Kirk, Dr. Febe Portillo, Rhodessa Jones, and Virginia Cerano.

5. National Association of Negro Musicians
At the request of Commissioner Kirk the following resolution was made by Commissioner Lim, seconded by Commissioner Kirk, and unanimously approved:

Resolution to support the 74th Annual National Convention of the National Association of Negro Musicians, hosted this year by the Golden Gate Chapter.

Meeting was adjourned at 6:15 p.m. by Commissioner Lim.

Minutes submitted for approval by:
Sonia Gray
Sonia Gray
Director, Community Arts and Education

Minutes approved by:
Joanne Chow Winship
Director of Cultural Affairs

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SAN FRANCISCO ART COMMISSION

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, July 20, 1993 4:30 pm
San Francisco Art Commission, Room 70A

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AGENDA

*There will be no quorum at this meeting. No motions will be approved, only recommendations made to the Full Commission.

1. Discussion of CDBG Application and Grant Amount

   CAE Committee recommendation for a motion by the Full Commission at the August 2, 1993 meeting to approve the grant application for Youth Empowerment Programs to CDBG for up to $300,000 for FY 1993/94.

2. Discussion of Cultural Centers Grant Requests

   CAE Committee recommendation for motions by the Full Commission to approve the following at the August 2, 1993 meeting:

   a. Motion to approve the San Francisco Fair Special Projects Grant proposed by the Cultural Center Consortium for youth programs in 1993 San Francisco Fair in the amount of $5,000.
   b. Motion to approve BES/CAAAC Special Projects Grant for a youth literature and drama program in the amount of $3,000.
   c. Motion to approve Go Productions/CAAAC Special Projects Grant for the Fillmore Street Summer Project Module in the amount of $4,000.
   d. Motion to approve Wajumbe/CAAAC Special Projects Grant for summer youth programs in the amount of $6,000.
   e. Motion to approve Bayview Opera House Special Projects Grant for youth programs in the amount of $6,000.

3. Literary Arts Update--Ann Wettrich

4. 25th Anniversary Update--Consortium Members

25 Van Ness Ave Suite 240 San Francisco CA 94102 tel 415 252 2590 fax 415 252 2595

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S.F. ART COMMISSION

COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING
Monday, July 26, 1993 3:00 p.m.
San Francisco Art Commission, Room 70A

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Meeting Notes

MINUTES

Present: Staff--Sonia Gray, Ann Wettrich, Kathleen Lane, Kathryn Bell; Commissioners Present--Terri Simon, Willis Kirk; Guests--Kola Thomas, Julie Cheung, Martha Jimenez, Richard Reineccius, Rochelle Frazier. **No Quorum Achieved--Unofficial Meeting.**

DISCUSSION

1. Special Project Grant Review
The following special project grants were discussed and formally recommended for approval at the August meeting of the Full Commission.

*The Cultural Center Consortium has applied collectively under the sponsorship of the Mission Cultural Center to the Community Arts and Education Program for funding for this year's San Francisco Fair activities. The Fair activities are part of the programming planned by the Consortium in celebration of the 25th Anniversary of CAE. Amount Requested: $5000

*The Center for African and African American Art and Culture (BES Children's Educational Theater, Go Productions, and Wajumbe Cultural Institution) has applied for funding for summer youth programming. Amount Requested: $13,000

*Bayview Opera House has applied for funding for youth programs. Amount Requested: $6000

Proposals were submitted to CAE and Committee members had the opportunity to review the proposals prior to this meeting. Commissioners Simon and Kirk were present at the meeting and recommended all of the above for approval by the Full Commission.

2. CDBG Approval
Community Arts and Education has applied to the Mayor's Office of Community Development for funding for a Youth Empowerment Project. The Committee formally recommends retroactively approving this grant application to the Community Development Block Grant program for $227,916 for the FY 1993/94.

3. Literary Arts Update
Staff gave an update on the progress of this year's Literary Arts granting process. The panel review will be held July 28, 1993 in Room 70 at the Art Commission. The panel is a public meeting, but no testimony will be heard. Panel recommendations for funding will be approved at the committee level at the CAE meeting on August 17, 1993, and approved by the full commission at their meeting on September 6, 1993. There were 32 applicants for the FY 1993-94. **Grantees will be notified after the Full Commission has approved panel recommendations.**

4. 25th Anniversary Update
Richard Reineccius gave the Committee members and staff an update on the progress of the 25th celebration. The Cultural Centers Consortium has been submitting proposals to various public and private funders to cover programming costs for the celebration, with measured success. The Consortium is anticipating $60,000-$70,000 in expenses for the scheduled events.

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SAN FRANCISCO ART COMMISSION

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, August 17, 1993 4:30 pm
San Francisco Art Commission, Room 70A

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City and County of
San Francisco

AGENDA

Discussion

1. Asbestos Requirements--Cultural Center Facilities

2. Literary Arts Panel
   a. 1993-94 Literary Arts Pilot Grant Panel Recommendations

Motion to approve the following organizations for Literary Arts grant awards in the amount indicated after their name:

Central City Hospitality House	$5,000.00
California Poets in the Schools	$6,300.00
Bayview Opera House	$6,300.00
Real Alternatives Program	$6,300.00
Brava! For Women in the Arts	$6,300.00
Precita Eyes Mural Arts Center	$6,300.00
Hayes Valley Art Learning Center	$6,090.00
Renaissance Technical Training	$6,300.00
Pilipino Creative Workshop	$6,300.00
Go Productions	$5,950.00
Portrero Hill Neighborhood House	$6,300.00
Japantown Art & Media Workshop	$6,300.00
Mission Cultural Center/Poetry	$5,400.00
Larkin Street Center	$5,400.00
Accion Latina	$5,400.00

3. Mission Cultural Center Facility Improvements
   Motion to approve the attached plans for renovation of the area known as Studio B (Visual Arts Studio) in the Mission Cultural Center.

4. Arts Education
   a. Five Year Plan
   b. Prop J update--Children's Services Plan
   c. Arts Providers

5. 25th Anniversary Update
   a. Cultural Centers Fundraiser--August 24th
   b. Programs

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SF ART COMMISSION

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING
Tuesday, August 17, 1993 4:30 p.m.
San Francisco Art Commission, Room 70A

Minutes

Present: Staff--Sonia Gray, Ann Wettrich, Katie Bell; Commissioners Present--Terri Simon, Willis Kirk, Genny Lim; Guests--Martha Jimenez--MCC, David Bard, George Hurd--Theatre Rhinoceros.

Commissioner Lim called the meeting to order at 4:45 p.m.
The following announcements regarding agenda changes were made:

1. Under 4) Arts Education, item a, the five year plan will not be discussed.
2. Under Old/New Business, add Turk/Fillmore Update and Committee meeting times.
3. Under 3) MCC Facility Improvements, the studio is Studio D, not B.

DISCUSSION

1. Asbestos Abatement
As a result of the recent building assessments on the four cultural centers, two of the centers have been identified as having exposed asbestos in a portion of their buildings. CAAAC and SOMAR both have had to close off areas and post hazard signs warning of the danger of asbestos exposure. CAAAC's abatement estimate is $18,800, and SOMAR's estimate is $31,600, making a total of $50,400 in costs to rectify these emergency situations.

Staff is working with Public Works and Public Health to access emergency funds to cover some of these costs. Staff is in the process of organizing an educational workshop for center personnel on the dangers of exposure to asbestos.

2. Literary Arts
Staff summarized the outcome of the Literary Arts Grants panel review, held July 28. Fifteen projects were funded for the 1993-94 FY. Nine of the 1992-93 projects who reapplied were refunded, and six new projects were funded. The projects received 60 to 100% of their total grant request. Staff is exploring new funding sources to increase available funds for the 1994-95 granting cycle.

The following motion was made by Commissioner Kirk, seconded by Commissioner Simon, and unanimously approved:
Motion to approve the 1993-94 Literary Arts Pilot Grants Panel Recommendations for the following organizations to receive a Literary Arts grant in the amounts that follow their names:

Central City Hospitality House	$5,000.00
California Poets in the Schools	$6,300.00

Bayview Opera House	$6,300.00
Real Alternatives Program	$6,300.00
Brava! For Women in the Arts	$6,300.00
Precita Eyes Mural Arts Center	$6,300.00
Hayes Valley Art Learning Center	$6,090.00
Renaissance Technical Training	$6,300.00
Pilipino Creative Workshop	$6,300.00
Go Productions	$5,950.00
Potrero Hill Neighborhood House	$6,300.00
Japantown Art & Media Workshop	$6,300.00
Mission Cultural Center/Poetry	$5,400.00
Larkin Street Youth Center	$5,400.00
Accion Latina	$5,400.00

3. Mission Cultural Center
Martha Jimenez summarized the work that will be done on the Studio D portion of their building. The center has plans to house a graphics lab with computers. These improvements are not major structural changes, but will allow the graphics lab to be enclosed so that the computers are better secured. Estimates for costs are $3,000 to $4,000.

The following motion was made by Commissioner Kirk, seconded by Commissioner Simon, and unanimously approved:
Motion to approve the attached plans for renovation of the area known as Studio D in the Mission Cultural Center

4. Arts Education
a. Prop J
Staff updated Committee on the Prop J, Children's Fund current request for proposals. Staff has learned that the Art Commission can apply for this, in collaboration with other community based organizations. The Cultural Centers Consortium has indicated it is interested in partnering with the Art Commission on a proposal. An organizational meeting will be held at Bayview Opera House to discuss the possibilities of collaboration. There is a total of $2,331,000 available, and seven grants will be awarded.

b. Arts Providers
Staff summarized history of Art Commission's involvement with the Arts Providers, and updated on current activities of this organization. They are looking to the Art Commission for leadership and coordination of meetings. Staff has placed a volunteer intern with the Arts Providers to aid in some of the administrative duties, but plans for long term administrative support have not been decided.

5. 25th Anniversary
Commissioner Simon updated the Committee on plans for the Cultural Center celebrations

that are planned. Martha Jimenez gave an overview of the San Francisco Fair (scheduled for September 4, 5, and 6) plans which will include hands-on art projects for children and performances on the Garden Stage that weekend. All activities will be free. Schedules will be distributed for the September events.

6. Old/New Business

a. Turk/Fillmore Building

The staff is recommending the Art Commission consider entering into a long-term lease agreement with a community organization with the understanding that necessary repairs would need to be accomplished by the organization. There are several groups interested, and an RFP would need to be issued. Staff is working with the Department of Real Estate to develop an RFP and determine the process.

b. Meeting Times

Committee discussed moving the monthly meeting time to earlier in the day. It was decided that the Community Arts and Education Committee will meet at 3:30 p.m. on the third Tuesday of each month.

Commissioner Lim adjourned the meeting at 5:52.

Minutes submitted for approval by:

Sonia Gray
Director, Community Arts and Education

Minutes approved by:

Joanne Chow Winship
Director of Cultural Affairs

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SAN FRANCISCO ART COMMISSION

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, September 21, 1993 3:30 p.m.*
San Francisco Art Commission, Room 70A

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***Please note the new time.**

AGENDA

Discussion

1. Mission Cultural Center/La Raza Graphics Merger Discussion--Maria Martinez

2. Hoffman-Lewis Project
   a. Motion to approve Gannett Bus Shelter designs for Cultural Centers advertising campaign.

3. 1993-94 CAE Grant Allocations
   a. Motion to approve the following 1993-94 allocations for CAE grantees from the indicated funding sources:

Programs in the Communities		
Sunset Parkside Education Committee	$4,500	(GFTA)
Visitacion Valley Community Center	$18,500	(GFTA)
Central City Hospitality House	$18,500	(GFTA)
Sheriff's Re-Entry Arts Program	$18,500	(GFTA)
Richmond Community Center	$11,000	(GFTA)
Potrero Hill Neighborhood House	$15,000	(GFTA)
Chinatown Community Arts Program	$6,000	(GFTA)
Festivals		
Youth Arts Festival	$10,000	(YAF)
Visitacion Valley Community Center	$3,250	(PAF)
Richmond Community Center	$3,250	(PAF)
Potrero Hill Neighborhood House	$3,250	(PAF)
Chinatown Community Arts Program	$3,250	(PAF)
Central City Hospitality House	$3,250	(PAF)
Cultural Centers		
Building Maintenance	$24,000	(GFTA)
CAAAC/Bayview Opera House* Collaborative Special Project	$10,000	(YAF)
Mission Cultural Center*	$5,000	(YAF)
CSSSA		
Student Scholarships	$3,000	(YAF)
ArtHouse		
Operating Grant	$28,750	(CAC, NEA, PAF)

City and County of
San Francisco

25 Van Ness Ave. Suite 240, San Francisco, CA. 94102 tel. 415.252.2590 fax 415.252.2595

4. Prop J Collaborative

a. Motion to approve an application to Prop J for funds up to $500,000 for the collaborative program "Youth Career Development in the Arts."

b. Motion to approve a payment to Joyce Cassell in the amount of $200.00 for development of Prop J grant proposal.

5. Old Business

6. New Business

*see enclosed grant proposals

ACCESSIBILITY INFORMATION

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COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING
Tuesday, September 21, 1993 3:30 p.m.
San Francisco Art Commission, Room 70

Minutes

Present: Staff--Joanne Chow Winship, Richard Newirth, Sonia Gray, Ann Wettrich, Katie Bell; Commissioners Present--Terri Simon, Willis Kirk, Genny Lim, Steven Nakajo; Guests--Maria Martinez, Rene Castro, Martha Jimenez--MCC, Alma Robinson, Kathleen Lane--ArtHouse; Bob Carillo--La Raza Graphics; Idris Ackamoor--Cultural Odyssey; Pat Kaussen--Richmond Community Center; Julie Kavanaugh--Visitacion Valley Community Center.

Commissioner Lim called the meeting to order at 3:35 p.m.

DISCUSSION

1. La Raza Graphics/MCC Merger

Maria Martinez, Bob Carillo and Rene Castro presented the committee and staff with an outline of the proposed merger of these two organizations. Martinez introduced the proposal, and Carillo gave a brief history of the merger plan, which began two years ago. The two organizations are investigating the most strategic way that they can combine and strengthen their resources to better serve their community. Both are interested in developing the arts in the Mission, and working together to net shared resources, rather than competing for them.

Plans for a new management structure, name and space use have not been solidified. The MCC/La Raza merger committee will be soliciting community input and involvement with this process to insure the needs of the constituency are met.

Joanne Chow Winship voiced Art Commission support of this proposed plan, and requested that staff be kept informed as plans develop. Further meetings to discuss administrative structure and space use are requested, as they relate to the current Memorandum of Understanding held by MCC with the Art Commission. A new MOU will need to be drafted to encompass these changes. Committee members were also supportive of this merger, and requested updates and quarterly reports on the planning process in the coming months.

2. Hoffman/Lewis Campaign

Staff gave summary of this project, which was solicited by the advertising firm Hoffman/Lewis who were interested in doing a pro bono campaign relating to the arts. The firm conceptualized a series of bus shelter posters to fill 30 Gannett Bus Shelters, donated to this campaign, "Support Your Cultural Centers," as part of the 25th Anniversary Celebration of CAE. Six students who participate in various cultural center programs, have been selected to be photographed for these posters. The cost to the Art Commission will be in printing these posters.

The following motion was made by Commissioner Kirk, seconded by Commissioner Simon, and unanimously approved:
Motion to approve the concept of the Cultural Center campaign by Hoffman/Lewis, and allocate up to $4,700 for the printing of the posters, contingent upon printer's bid.

4. 1993-94 CAE Grant Allocations
Staff requested approval of the 1993-94 grant expenditures to the grantees whose applications were approved in February to apply to CAE, as well as approval of two special project grants. Organizations who were present spoke on their own behalf regarding programming, and the two special projects grants by Mission Cultural Center and Bayview Opera House/CAAAC were discussed.
The following motion was made by Commissioner Kirk, seconded by Commissioner Simon, and unanimously approved:

Motion to approve the following 1993-94 allocations for CAE grantees from the indicated funding sources:

Programs in the Communities		
Sunset Parkside Education Committee	$ 4,500	(GFTA)
Visitacion Valley Community Center	$18,500	(GFTA)
Central City Hospitality House	$18,500	(GFTA)
Sheriff's Re-Entry Arts Program	$18,500	(GFTA)
Richmond Community Center	$11,000	(GFTA)
Potrero Hill Neighborhood House	$15,000	(GFTA)
Chinatown Community Arts Program	$ 6,000	(GFTA)
Festivals		
Youth Arts Festival	$10,000	(YAF)
Visitacion Valley Community Center	$ 3,250	(PAF)
Richmond Community Center	$ 3,250	(PAF)
Potrero Hill Neighborhood House	$ 3,250	(PAF)
Chinatown Community Arts Program	$ 3,250	(PAF)
Central City Hospitality House	$ 3,250	(PAF)
Cultural Centers		
Building Maintenance	$24,000	(GFTA)
CAAAC/Bayview Opera House		
Collaborative Special Project	$10,000	(YAF)
Mission Cultural Center	$ 5,000	(YAF)
CSSSA		
Student Scholarships	$ 3,000	(YAF)
ArtHouse		
Operating Grant	$28,750	(CAC, NEA, PAF)

4. Prop J Collaborative Project
Staff briefed committee members on the collaborative proposal to the Mayor's Office of Children, Youth and their Families, "Youth Career Development in the Arts." This project would utilize the resources of 11 local organizations, including the cultural centers and Center for the Arts. The goals of the project are to build career skills in the arts for students ages 11 to 17, giving them the tools of creative expression that will ultimately reduce violence,

improve their educational potential and strengthen long-term career goals. This is the first year that the Art Commission has been considered an appropriate city agency to access these children's services funds, recognizing that the arts are a vital component of social services. The Commission is acting as the lead agency on this project. The Art Commission would then regrant the funds to the involved organizations for implementation.

Committee requested more detailed information on the project. The proposal was in draft form, and staff provided a summary page and discussion of the project. Committee had concerns that the funds requested would not be adequate to fund the entire scope of the proposal. Commissioner Lim stated that final approval could not be given at committee level unless the complete proposal was reviewed, though she did fully support the concept.
The following motions were made by Commissioner Simon, seconded by Commissioner Kirk, and unanimously approved:

Motion to approve the submission of application to Prop J for funds in the amount of $846,609 for the collaborative program, "Youth Career Development in the Arts," contingent upon full approval of proposal by the Art Commission.

Motion to approve a payment to Joyce Cassell in the amount of $200 for development of Prop J grant proposal.

Commissioner Lim adjourned the meeting at 5:00 p.m.

Minutes submitted for approval by:

Sonia Gray
Director, Community Arts and Education

Minutes approved by:

Joanne Chow Winship
Director of Cultural Affairs

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SAN FRANCISCO ART COMMISSION

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, October 19, 1993 3:30 p.m.
San Francisco Art Commission, Room 70A

MAYOR
Frank M. Jordan

COMMISSIONERS
Anne Healy
President
John Kriken
Vice President
Nancy Bechtle
Aristides Demetrios
Alonzo King
Willis F. Kirk
Robert F. LaRocca
Genny Lim
Rai Y. Okamoto
Dodie Rosekrans
Terri Simon
Liza Zenni

EX OFFICIO MEMBERS
Presidents of the
Fine Arts Museums
Library Commission
Planning Commission
Recreation &
Park Commission

DIRECTOR OF
CULTURAL AFFAIRS
Joanne Chow Winship

PROGRAMS
Civic Art Collection
Civic Design Review
Community Arts
& Education
POPS Symphony Concerts
Public Art Program

Street Artists Licenses
Suite 70
415.252.2581

Art Commission Gallery
155 Grove Street
415.554.9682

City and County of
San Francisco

AGENDA

Discussion

1. Mission Cultural Center
   a. Facility walk-through update

2. Bayview Opera House--Special Project Grant*
   a. Motion to approve Bayview Opera House Youth Visual Arts Program with Carver Elementary School in the amount of $5,000 from the Youth Arts Fund.

3. Cultural Centers/Commissioners Meeting Update

4. Asbestos Update
   a. CAAAC
   b. SOMAR

5. Old Business

6. New Business

*see enclosed grant proposal

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, November 16, 1993 3:30 p.m.
San Francisco Art Commission, Room 70A

MAYOR
Frank M. Jordan

COMMISSIONERS
Anne Healy
President
John Kriken
Vice President
Nancy Bechtel
Aristides Demetrios
Alonzo King
Willis F. Kirk
Robert F. LaRocca
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City and County of
San Francisco

AGENDA

Discussion

Cultural Center Plan

1. Short term plan for facilities
2. Long term planning process
   a. review and recommendations for consultants
   b. schedule of meetings

Arts Education Update

1. November 19 Teleconference
2. Arts Education staff support
   a. Motion to authorize Intersection for the Arts to pay for staff support for arts education in the amount of $6,913.00

Old Business

New Business

1. 1993-94 meeting schedule

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COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING
Tuesday, November 16, 1993 3:30 p.m.
San Francisco Art Commission, Room 70

Minutes

Present: Staff--Richard Newirth, Sonia Gray, Ann Wettrich, Katie Bell; Commissioners Present--Terri Simon, Willis Kirk, Genny Lim, Steven Nakajo; Guests--Alma Robinson, Devorah Major, Rachelle Axel, -- California Lawyers for the Arts; Kathleen Lane, -- ArtHouse.

Commissioner Lim called the meeting to order at 3:40 p.m.

DISCUSSION

1. ***Cultural Center Plan***

a. Short Term Issues

Mission Cultural Center's fire protection systems are scheduled to be tested and certified on Wednesday, November 17. This work will remedy the current code violations established as priority items by the San Francisco Fire Department.

Staff discussed the status of maintenance funds for the current fiscal year. Capital Improvements funds at approximately $53,000 covers only a fraction of the annual $300,000 need for all four cultural center buildings. Needs for the buildings include contractual costs for services to the building as well as maintenance and repairs. Some of the repairs on these buildings are critical to the safety of the staff of the centers. Committee discussed process by which the existing funds will be spent in 1993-94. The first priority is meeting all code violations to keep the facilities open, and then repairs considered "emergency" status by both Art Commission and Cultural Center staffs.

b. Long Term Planning

Committee discussed alternate funding possiblities for the center's maintenance costs. It was determined that the Art Commission should work to gain representation on the Capital Improvements Advisory Committee in order to leverage future funds for this increasingly serious situation. All other city departments that are responsible for maintaining city properties have representation on this committee. Staff also would like to explore the possibilities of the individual centers accessing CDBG funding through the Mayor's Office. Bayview Opera House is situated in a designated redevelopment area and there is a posibility for them to receive funds from that agency. Committee recommended that Bayview's needs as identified in the facility assessment for the bond be used to leverage these funds.

After a preliminary meeting with art commissioners, center staff and board members, it was decided that facilitated discussions would be scheduled to help establish a plan for Art Commission/Cultural Center relations. The Committee is anxious to move forward with these meetings. Committee recommended that the consultants who are being considered submit a proposal based on an RFP to be issued by staff. Committee will review and approve a consultant at the December 21 CAE Committee meeting.

Committee made two motions to set a plan of action for long term cultural center relations:

Motion made by Commissioner Nakajo to seek Art Commission representation on the Capital Improvements Advisory Committee. Motion was seconded by Commissioner Simon and unanimously approved.

Motion made by Commissioner Kirk to issue an RFP to the consultants for the long range planning meetings between the Art Commission and the Cultural Centers. Motion was seconded by Commissioner Simon and unanimously approved.

2. *Arts Education Update*

a. NASAA Teleconference

Staff updated the Committee on the final preparations for the November 19 teleconference, "Building Coalitions for a Creative America." The event will be hosted by Commissioner Terri Simon and include representatives from arts, civic and private business sectors of San Francisco.

b. Arts Education Assistant

Arts Education Officer, Ann Wettrich, is currently planning two new arts education projects with the funders collaborative. In order to manage the increased administrative responsibilities, there is a need for staff support. Committee members agreed that arts education is a priority of the Art Commission, and should be adequately supported to execute these new projects successfully. The following motion was made by Commissioner Nakajo, seconded by Commissioner Kirk and unanimously approved:

Motion to authorize Intersection for the Arts to pay for staff support for arts education in the amount of $6,913.00.

c. Professional Development Project

Ann Wettrich updated the Committee on the progress of this new project, and thanked Commissioner Kirk for attending the first planning meeting. Commissioner Lim and Commissioner Kirk will be involved with the planning process of this project. The RFP for the contractor who will act as the project coordinator is being circulated and the position will be filled by the second week in December.

3. New Business

a. New Meeting Times

Committee members requested a change in time for the 1994-95 schedule of meetings. The Community Arts and Education Committee will convene at 4 p.m. on the third Tuesday of each month. The Committee members also requested that the meetings resume being held at one of the cultural centers every other month, so that they can stay involved with the community and familiar with related issues.

b. California Lawyers for the Arts Presentation

Staff from ArtHouse and CLA gave a presentation on the Arts and Community Development Project, now entering its second year. This project employs high school age students who are interested in arts related careers in various arts organizations. In the first phase, the placements were primarily in nonprofit settings, but staff has sought out a list of for profit arts organizations and businesses who are interested in having these student employees. This project is funded by the Mayor's Office of Children, Youth and Their Families. It involves opportunities for apprenticeships, internships and mentoring and served 45 students and 17 organizations in the first phase of summer job training. The second phase will involve afterschool opportunities. Commissioner Lim commended CLA's efforts, and called the project "progressive and visionary."

Commissioner Lim adjourned the meeting at 5:00 p.m.

Minutes submitted for approval by:

Sonia Gray

Sonia Gray
Director, Community Arts and Education

Minutes approved by:

Joanne Chow Winship
Director of Cultural Affairs

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SAN FRANCISCO ART COMMISSION

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING
Tuesday, December 21, 1993 3:30 p.m.
San Francisco Art Commission, Room 70A

MAYOR
Frank M. Jordan

COMMISSIONERS
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President
John Kriken
Vice President
Nancy Bechtel
Aristides Demetrios
Alonzo King
Willis F. Kirk
Robert F. LaRocca
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Art Commission Gallery
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City and County of
San Francisco

AGENDA

1. Discussion and action: Establishing cultural center maintenance process

a. Motion to approve a grant in the amount of $2,000.00 each to the Center for African and African American Art and Culture, Bayview Opera House, Mission Cultural Center and South of Market Cultural Center specifically for building maintenance expenses for work projects estimated at $500.00 or less.

2. 1994-95 Applications Processes for GFTA and CAC

a. Motion to authorize Community Arts and Education to apply for 1994-95 Grants for the Arts funding in the amount up to $300,000.

b. Motion to authorize Community Arts and Education to apply for 1994-95 California Arts Council funding in the amount up to $30,000.

3. Discussion: Cultural Centers Planning Consultant/Long range planning process

4. Discussion and action: Arts Education, Projects Update

a. Motion to support the San Francisco Art Commission's participation in the Arts Education Professional Development collaboration with the San Franciseso Unified School District, the Arts Education Funders Collaborative and the Arts Providers. The San Francisco Foundation as fiscal sponsor for the project will facilitate all payment to necessary parties. The Art Commission will be compensated for technical assistance services, supplies and administrative expenditures related to the project.

b. Update on other current Arts Education projects

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SF
ART COMMISSION

COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING
Tuesday, December 21, 1993 3:30 p.m.
San Francisco Art Commission, Room 70

Minutes

Present: Commissioners -- Terri Simon, Willis Kirk, Steven Nakajo; Staff -- Richard Newirth, Sonia Gray, Ann Wettrich, Katie Bell; Intern -- Lauren Hewitt; Guests -- Kathleen Lane, ArtHouse; Kola Thomas, CAAAC; Rochelle Frazier, Bayview Opera House; Ernie Rivera, Jack Davis, Richard Reineccius, SOMAR.

Commissioner Kirk called the meeting to order at 3:40 p.m.

DISCUSSION AND ACTION

1. Establishing cultural center maintenance process.
It was presented by staff that a new process for correcting maintenance problems was needed to facilitate payment to vendors in a more timely manner and to alleviate some of the administrative paper work involved in processing small checks. The recommendation put forth was to establish a $2000 maintence fund per center so that small maintenance items such as broken windows, clogged toliets, broken locks could be maintained internally and not have to go through CAE. The funds would be granted to each center with renewable options upon submittal of reports with receipts showing expenditure of funds for maintenance items. This account would only be availiable for items under $500 and for items over that limit, each center would have to contact CAE with job estimates as they now do.

Motion made by Commissioner Kirk to approve a grant in the amount of $2000 each to the Center for African and African American Art and Culture, Bayview Opera House, Mission Cultural Center and the South of Market Cultural Center specifically for building maintenance expenses for work projects estimated at $500 or less. Motion was seconded by Commissioner Simon and unanimously approved.

2. Application processes for 1994-95 Grants for the Arts (GFTA) and California Arts Council (CAC).
Staff explained the changes on next year's applications to GFTA. GFTA is no longer allowing the Cultural Center contractual services line items to be a part of next year's request. These items, such as security, vehicle maintenance (SOMAR), elevator service, sewer charges, and fire extinguishers maintenance total approximately $24,000 annually. We will need to explore other areas for funding. Other areas for which we will be seeking additional funding are Neighborhood Festivals, and the continuation of the Technical Assistance Program in which all the Centers have been taking part. Currently our total GFTA allocation is $150,000.

The CAC request will continue to cover salary expenses for the Arts Ed. Officer and ArtHouse. No changes will be made to that application. Currently our CAC allocation is $27,000.

Motion made by Commission Nakajo to authorize Community Arts and Education to apply for 1994-95 Grants for the Arts funding in the amount up to $200,000 and to apply for 1994-95 California Arts Council funding in the amount up to $30,000. Motion was seconded by Commission Simon and unanimously approved.

3. Cultural Centers Planning Consultant/Long Range Planning Process.
Staff reviewed background of past cultural center/Art Commission relations and recent facility issues that have necessitated a re-examination of that 20+ year relationship. The Art Commission is interested in exploring all options for future relations and that means assessing the long term goals of each center and the Art Commission, and making decisions based on those goals. Following CAE's last committee meeting on November 16, it was decided that a consultant would be contracted to facilitate this dialogue.

A request for proposals for prospective consultants has been developed outlining the critical issues. Staff has not established a firm timeline for the entire planning process, as it is crucial that this process be inclusive of all parties and all issues. To begin the planning, Art Commission staff would like to have a panel discussion the week of January 29 that would invite artistic and cultural community leaders to discuss model community centers inside and outside the Bay Area, providing input and insight into this planning process.

Commissioner Nakajo expressed concern that the centers might not have a long range plan in place around which to shape these decisions. Jack Davis, representing SOMAR, detailed the center's recent efforts toward forming a long range plan, including specific goals relating to space use. Richard Reineccius said that this planning process should occur concurrenly with each center's planning processs and not impede existing center activities. Commissioner Kirk said that all commissioners need to be a part of this process, not just the CAE committee members. He requested that staff arrange a tour of each center and include all commissioners to keep them informed and involved.

Staff is looking to choose a consultant by February, and will be reviewing proposals with the centers in the next month. All proposals that come to committee level will be competitive, and the committee will have approval of final selections.

4. Arts Education Update.
Richard Newirth suggested an amendment to the language of the motion on the agenda for consideration, and clarified the wording surrounding the fiscal agency of the San Francisco Foundation for the Professional Development Project.

Motion made by Commissioner Nakajo to support the San Francisco Art Commission's participation in the Arts Education Professional Development collaboration with the San Francico Unified School District, the Arts Education Funders Collaborative and the Arts Providers. The San Francisco Foundation, as fiscal sponsor for the project, will facilitate all payment to necessary parties including the Art Commission. The Art Commission will be reimbursed for technical assistance services, supplies and administrative expenditures related to the project. The motion was seconded by Commissioner Simon and unanimously approved.

Ann Wettrich gave an update on the hiring process for the Professional Development consultant. Representatives from each of the collaborators on the project are conducting final interviews, and hope to make a choice by the last week in December. The next steering committee meeting will be held January 5.

The Arts Education Clearinghouse project with the new Main Library is still in the planning stages, but the library representatives are very interested in the range of possibilities for this project.

There will be another Arts Education Teleconference on January 18, 1994 sponsored by Internet and facilitated by Ann Wettrich.

5. Presidio Development Update.
Kathleen Lane from ArtHouse gave an update of the planning at the Presidio. The Park Service has been taking public comment regarding space use for arts and cultural programs, and ArtHouse has been very active in garnering this type of public support. Both Commissioner Kirk and Kola Thomas, representing CAAAC, requested that the Commission take a lead role in ensuring that a strong component of the Presidio development include arts and culture, and advocate to the communities the importance of being a part of this project.

6. New Business.
Kola Thomas asked for Commission support of the continuation of the Technical Assistance Program, funded through CAE, and described how vital this planning process has been for CAAAC. He also asked that the Commission continue to support the line item of Light, Heat and Power for the centers in the general fund budget, as this is a vulnerable item at annual budget reviews.

Thomas requested the Commission support a letter from the Consortium of Cultural Centers to Quentin Kopp asking that he retract a printed statement concerning the centers. These items could not be discussed by the committee, as it did not appear on the agenda for official discussion, in accordance with the recently instated Sunshine Ordinance.

Meeting was adjourned by Commissioner Kirk at 4:55 p.m.

Minutes submitted for approval by:

Sonia B. Gray

Sonia B. Gray
Director, Community Arts and Education

Minutes approved by:

Richard Newirth for

Joanne Chow Winship
Director of Cultural Affairs

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SAN FRANCISCO ART COMMISSION

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, January 11, 1994 **4:00** p.m.
San Francisco Art Commission, Room 70A

AGENDA

1. Bureau of Architecture Project Updates
   a. Discussion of cultural center projects
2. Professional Development Update
   a. Contractor position filled--Emerald Consulting
   b. Timeline/planning meetings
3. Cultural Center Planning Process
   a. RFP update
   b. Kick-off panel
4. Cultural Arts Project Planning with SF Housing Authority
5. Presidio Discussion--Kathleen Lane

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SAN FRANCISCO ART COMMISSION

COMMUNITY ARTS AND EDUCATION PROGRAM ~~COMMITTEE~~ MEETING
Tuesday, January 11, 1994 **4:00** p.m.
San Francisco Art Commission, Room 70A

REVISED AGENDA

1. Bureau of Architecture Project Updates
   a. Discussion of cultural center projects

2. Professional Development Update
   a. Contractor position filled--Emerald Consulting
   b. Timeline/planning meetings

3. Cultural Center Planning Process
   a. RFP update
   b. Kick-off panel

4. Cultural Arts Project Planning with SF Housing Authority

5. Presidio Discussion--Kathleen Lane

6. Letter to Quentin Kopp

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COMMUNITY ART-S AND EDUCATION
PROGRAM COMMITTEE MEETING
Tuesday, January 11, 1994 4:00 p.m.
San Francisco Art Commission, Room 70A

Minutes

Present: Staff--Joanne Chow Winship, Sonia Gray, Ann Wettrich, Katie Bell; Commissioners Present--Terri Simon, Genny Lim, Steven Nakajo; Guests--Kola Thomas, Deborah Craig from CAAAC.

Commissioner Lim called the meeting to order at 4:15 p.m.

DISCUSSION

1. ***Bureau of Architecture Project Updates***

This discussion was tabled until the February 8, 1994 Community Arts and Education committee meeting.

2. ***Arts Education/Professional Development Update***

Emerald Consulting has been hired by the various parties involved with the Professional Development project, and the project participants will have their first steering committee meeting on January 12, 1994.

The Clearinghouse project has been put on hold with the public library. The new main library will be the site of the Arts Education Clearinghouse, but the library staff has not decided what department will be responsible. Staff is meeting with Scott Stoner, who is the head of the National Arts Education Clearinghouse, to have input from that project and share information in the planning stages of the local project.

3. Cultural Center Planning Process

a. The request for proposals has been finalized and will be circulated, with a deadline date of February 4, 1994 for all proposals. Staff added a timeline that coordinates the selection process with the committee level and full commission meetings. Staff suggested that the timeline be pushed back to allow the consultants more time to prepare their proposals. The committee agreed that even an extra week would make a difference. The deadline was moved from February 4 to February 11, 1994, and the selection panel will meet for interviews the week of February 14, with final approval at the full commission meeting on March 7.

b. A kick-off panel will be held on Saturday, January 29, 1994 to discuss the issues and options for the cultural centers as we start this long range plan. The panelists will be representative of various community cultural centers around the state, and the discussion will center around what these individuals have done within their communities.

The panel will be held at CAAAC and begin at 10:00 a.m. until 2 p.m. on January 29. Commissioner Lim suggested that there be some form of art represented on the panel day, integrated into the discussion. It was decided there will be a brief artist homage arranged by staff and Kola Thomas.

4. Housing Authority Project

Staff is in the planning process of a project in collaboration with the San Francisco Housing Authority to implement afterschool art projects within five of the San Francisco Housing Projects. There has been a planning meeting bringing artists to the table to discuss how artists will be integrated into these projects. Staff will keep committee informed on the progress.

5. Presidio Planning

This discussion was tabled to the Executive Committee meeting on Tuesday, January 18, 1994. Kola Thomas was present to circulate information he obtained from Congresswoman Nancy Pelosi regarding the Presidio. Thomas made a statement that expressed his concern that the Art Commission had been entirely left out of the initial planning process and the Art Commissioners should make every effort to be involved now. Commissioner Lim thanked Thomas for his efforts in getting the planning information, and moved that the discussion be continued at the Executive Committee meeting on 1/18.

6. Letter to Quentin Kopp

There was an open letter from Senator Kopp to the SF Independent newspaper in late October that made derogatory references toward the cultural centers and their involvement with the Prop. A bond measure. The centers circulated a letter to correct his statements and asked for the Art Commission to support it. There was a misunderstanding as to the origin of Senator Kopp's original statements, so the Art Commission did not sign the letter. However, the Art Commission stands in support of the Cultural Centers, and would like to make a commitment to the education of Senator Kopp, as well as other public officials, in the worth of community-based art and cultural programming.

Commissioner Lim adjourned the meeting at 5:40 p.m.

Minutes submitted for approval by:

Sonia Gray

Sonia Gray
Director, Community Arts and Education

Minutes approved by:

Joanne Chow Winship
Director of Cultural Affairs

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SAN FRANCISCO ART COMMISSION

COMMUNITY ARTS AND EDUCATION PROGRAM ~~COMMITTEE MEETING~~

Tuesday, February 8, 1994 **4:30** p.m.

Center for African and African American Art and Culture

762 Fulton Street

AGENDA

1. CAAAC Introductions and Overview--Kola Thomas

2. Residential Companies Presentations
   a. Wajumbe Cultural Institute
   b. Go Productions
   c. BES Children's Educational Theatre
   d. Cultural Odyssey
   e. Community Arts Productions (CAP)
   f. African American Historical and Cultural Society

3. CAAAC Staff Presentations

4. Redevelopment Agency Contract
   a. Scope of work
   b. Economic Development Project

5. Open discussion on strategic planning process

6. New/old business

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, February 8, 1994 4:30 p.m.
Center for African and African American Art and Culture

Minutes

Present: Staff--Sonia Gray, Katie Bell, Lauren Hewitt--CAE Intern; Commissioners Present--Terri Simon, Genny Lim, Steven Nakajo, Willis Kirk; Guests--Kola Thomas, Deborah Craig, Idris Ackamoor, Genevieve Bayan, Dwan Muhammed from CAAAC, Jack Davis from SOMAR.

Commissioner Lim called the meeting to order at 4:45 p.m.

DISCUSSION

1. *CAAAC Introductions and Overview*

Director Kola Thomas introduced his center, its structure and explained the relationship with the resident companies that reside within the facility. He said, "The strength of the center is the programming of the residents." Director Thomas introduced each of the resident companies and briefed the committee on their new projects:

Supporters of Western Addition Cultural Center (SOWACC) has changed their name, as a result of recent planning through the CAE technical assistance program, to Community Arts Productions. They are awaiting final approval of the name.

The San Francisco African American Historical and Cultural Society is located at Fort Mason Center, and has recently rennovated their gallery space. They have a library/resource center on the second floor of CAAAC.

BES Children's Education Theater is currently in production of a play entitled, "Mother in the Hood." The play will run the weekend of the 18th and 19th of February at the Buriel Clay Theater at CAAAC.

Wajumbe Cultural Institute received a Prop J grant for a collaborative project with the Sojouner Truth program. The program has recently expanded, and is now being held on site at CAAAC. Wajumbe will also be hosting the annual Celebration of Black Music and Dance at Fort Mason February 18-20.

Cultural Odyssey has gained recent national and international exposure for both its work with incarcerated women at San Bruno Jail, and for "Emergency Report," a recent collaborative production through a CAE Literary Arts grant with youth from Bayview/Hunter's Point, Sunnyside and the Western Addition/Fillmore.

Go Productions is involved in their Literary Arts grant project, a theater-based project with youth in the Fillmore and Western Addition.

Director Thomas attributes much of the center's success to the dedication of its board members. The center staff has recently expanded to include Dwan Muhammed, who has been hired to assist the Director in development for the center itself.

2. *Residential Companies Presentations*

a. Cultural Odyssey--Co-Artistic Director Idris Ackamoor gave a presentation on the current activities of Cultural Odyssey. The third year of the Medea Project: Theater for Incarcerated Women is in progress. This year's production, "A Taste of Somewhere Else: A Place

at the Table" will be presented at Center for the Arts newly opened Performing Arts Center, running for six nights over two weekends, February 10-12, 18-20. This highly successful program receives local, as well as national recognition for its work. Tom Brokaw of NBC's Nightly News recently visited the center and the jail site to interview Directors Rhodessa Jones and Idris Ackamoor, and the actors. The piece will air February 18 at 5:30 p.m. on Nightly News' feature American Close-Up.

On March 4, the youth cast from "Emergency Report," has been asked to perform at Stanford University for a conference hosted by the organization Children Now in Palo Alto. The conference topics include examining the media.

b. Community Arts Productions--Genevieve Bayan gave a presentation of the activities that the company produces annually. Formerly SOWACC, Community Arts Productions organizes the Juneteenth Festival, currently in its seventh year. The Juneteenth Festival celebrates the abolishment of slavery. Last year, the festival took place at Benjamin Franklin Middle School, and the year before it was held at Civic Center. The site for this year's celebration has not been confirmed. It is an important event for the entire African American community within San Francisco, but especially for the residents of the Western Addition/Fillmore. CAP is supported by Grants for the Arts for this festival.

3. CAAAC Redevelopment Plan

Director Thomas outlined the current draft for the scope of work that will be done through funding from the San Francisco Redevelopment Agency. Phase I of the project is slated to begin sometime in April and will cover:

1. Replacement of the roof.
2. Asbestos abatement on the roof
3. Replacement of elevator to upgrade to ADA/safety standards.

Phase II will cover the heat and venthilation systems in the building. There is also approximately $100,000 allocated for an Economic Development Project for the center. The center will house both a gift shop and a snack bar, providing a steady revenue source for the center.

Staff reminded Director Thomas that all design changes to the building will need approval from the CAE Committee and the full Art Commission before work begins. The plans are still in draft form, and will go in front of the CAE Committee when they are finalized. Commissioner Nakajo acknowledged the great efforts CAAAC has made to secure financial resources for their center, and that the Redevelopment Project will in the end help the center to realize its full potential. Commissioner Lim inquired about a timeline for the work. There is no formal timeline as yet. Work is slated to begin in April and Phase I should be completed within 3 to 6 months.

Commissioner Lim adjourned the meeting at 6:15 p.m.

Minutes submitted for approval by:

Sonia Gray

Sonia Gray
Director, Community Arts and Education

Minutes approved by:

Joanne Chow Winship
Director of Cultural Affairs

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, March 8, 1994 4:30 p.m.
San Francisco Art Commission, Room 70A

AGENDA

1. Bureau of Architecture Project Updates
   Discussion of Cultural Center projects (deferred from 1/11 meeting).

2. Bayview Opera House
   Discussion and motion to approve painting the exterior of the Bayview Opera House by the organization, Christmas in April.

3. Strategic Planning Process
   Discussion of consultant selected to work with Cultural Centers and Commission and timeline of process.

4. Arts Education
   a. Discussion of Professional Development Project.
   b. Discussion of 1994 CSSSA Award Ceremony.
   c. Discussion of the development of the Arts Education Advisory Committee.

5. Literary Arts Grant Program
   a. Discussion/evaluation of 1993-94 program cycle.
   b. Discussion and motion to approve changes to 1994-95 Literary Arts Grant guidelines and application process.

6. New/Old business

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, March 8, 1994 4:30 p.m.
San Francisco Art Commission - Suite 70A

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Minutes

Present: Staff--Sonia Gray, Salette Gressett, Ann Wettrich, Joanne Chow Winship; Commissioners Present--Terri Simon, Genny Lim, Steven Nakajo, Willis Kirk; Guests-- Iris Curtis and Keith Archuleta from Emerald Consulting, Steven Cohen from Bayview Opera House, Bob Nist from the Bureau of Architecture

Commissioner Simon called the meeting to order at 4:35 p.m.

DISCUSSION

1. ***Bureau of Architecture Project Updates***

Community Arts and Education Director Sonia Gray gave a background overview of past projects concerning the cultural centers. The City entered into a contract with Rosekrans & Associates to develop renovation master plans for the centers which has been an ongoing process for years. Some phases have been completed and some construction has taken place. Current facility needs must be addressed now as the strategic planning process begins. Staff from both the Art Commission and Bureau of Architecture concur that the current scope of work does not meet the centers' needs and are willing to close-out the contract.

A review of the current funds summary followed (see attached). The amount to be returned to the Art Commission will take 3-4 months to process.

Motion made by Commissioner Simon to approve closing of current contract between the City and Rosekrans & Associates for the cultural centers' (Bayview Opera House, Center for African and African American Art and Culture, Mission Cultural Center and South of Market Cultural Center) renovation work as managed by the Bureau of Architecture. Motion was seconded by Commissioner Nakajo and unanimously approved.

2. ***Bayview Opera House***

Steven Cohen from the Bayview Opera House announced the Christmas In April event which will involve a media campaign to paint the opera house. Bayview Opera House is working in conjunction with the organization Christmas In April for this event (see attached) which will take place April 30, 1994. Bank of America will be providing volunteers. Extensive media coverage is expected. Approval and permits are still needed from the board of Public Works. Written clarification regarding liability involving the volunteers and documentation stipulating responsibility of project completion is needed for approval of project.

Motion made by Commissioner Nakajo to approve the Christmas In April event to paint the Bayview Opera House with the requirements that written clarification regarding liability involving the volunteers and documentation stipulating responsibility of project completion be submitted. Motion was seconded by Commissioner Simon and unanimously approved.

3. Strategic Planning Process

Omowale Satterwhite has been chosen as the consultant to facilitate the strategic planning process for the cultural centers. Staff has met with the directors of the cultural centers to continue discussion on this project. The centers' directors were impressed with Satterwhite's proposal, but expressed a need for a longer timeline and for information to present to their board members. Staff emphasized that all parties involved will contribute in this process. Bond issues will be included in the discussion of facility issues.

4. *Arts Education*

a) Ann Wettrich gave an update on the Professional Development Project. At this stage, funding has been raised for the first year of the project, and consultants have been hired to implement the first phase. A steering committee has been organized to guide the process. The three components of this project are a symposium, a teacher workshop series (to take place April 26 and May 3) and a grant program for schools involved which includes technical assistance. Orientation for the schools' principals have taken place and was very successful at securing their support of the program. Curtis and Archuleta, the consultants on the project, explained they are taking a holistic approach by involving the surrounding community of each school. An extensive database of the information collected during this process will be another result of this project. Wettrich announced an invitation to a workshop on March 28, 1994 sponsored by the San Francisco Arts Education Foundation addressing the Professional Development Project.

b) The 1994 California State Summer School for the Arts Recognition Award Ceremony will be presented at the San Francisco Art Education Foundation Event of the Year. The ceremony will be held at Stern Grove on May 21, 1994.

c) Recommendations for an Arts Education Advisory Committee are being accepted by staff. The committee will need to be approved by the commission once chosen.

5. *Literary Arts Grant Program*

Changes to the guidelines for the Literary Arts Grant Program were reviewed (see attached).

Motion made by Commissioner Lim to approve the changes made to the Literary Arts Grant Program guidelines. Motion was seconded by Commissioner Nakajo and unanimously approved.

Commissioner Simon adjourned the meeting at 6:20 p.m.

Minutes submitted for approval by:

Sonia Gray

Sonia Gray
Director, Community Arts and Education

Minutes approved by:

Joanne Chow Winship
Director of Cultural Affairs

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SAN FRANCISCO ART COMMISSION

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, April 12, 1994 4:30 p.m.
Mission Cultural Center, 2868 Mission St.

AGENDA

1. Strategic Planning Process for the Cultural Centers Update

2. CSSA Awards Ceremony

3. Arts Education Update
   a. Discussion of Professional Development Project.
   b. Youth Arts Festival
   c. Action item: Literary Arts Grant Program
      1) Approval of Frances Phillips for panelist

4. Asbestos Update

5. South of Market Cultural Center Building Improvements
   a. Action item: Motion to approve replacement of gas meter
   b. Future improvements update

6. Action item: Mission Cultural Center Fire Monitoring System
   Motion to approve payment of $2,658 for fire monitoring equipment and maintenance

7. Asian American Planning Process

8. New/Old business

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SF ART COMMISSION

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, April 12, 1994 4:30 p.m.
Mission Cultural Center, 2868 Mission St.

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Minutes

Present: Staff--Sonia Gray, Salette Gressett, Ann Wettrich; Commissioners Present--Terri Simon, Genny Lim, Steven Nakajo, Willis Kirk; Guests-- Rosa deAnda from Mission Cultural Center, Jack Davis from SOMAR, Kola Thomas from the Center for African and African American Art and Culture

Commissioner Lim called the meeting to order at 4:40 p.m.

DISCUSSION

1. *Strategic Planning Process for the Cultural Centers Update*

Omowalee Satterwhite, consultant on this project, is contacting the Cultural Centers to initiate the planning process. Sonia Gray emphasized the importance of the centers being key players in the process through their involvement and discussion with Satterwhite. A task force is being developed and will consist of key staff and board members from the Cultural Centers, one commissioner from the Community Arts and Education Committee, one from the commission at large, the Director of Cultural Affairs and the Director of Community Arts and Education. Ann Healy was recommended as the appropriate representative from the full commission because of her involvement in initiating the planning process, and Terry Simon volunteered to be included as the representative of this committee.

2. *CSSA Awards Ceremony*

Ann Wettrich announced the California State Summer School for the Arts Awards Ceremony which will take place May 21, 1994, in conjunction with the Event of the Year. A recommendation was made for a standing resolution to approve the students honored at the ceremony to be included on the next agenda.

3. *Arts Education Update*

a) Ann Wettrich announced the Professional Development Project which will take place April 25 and May 3, 1994. Updated schedules were distributed (see attached.)

b) Wettrich announced the Youth Arts Festival which will take place at the Asian Art Museum on May 7 from 10:00 a.m. to 3:00 p.m. The press release for the event was distributed (see attached.)

Motion made by Commissioner Nakajo to approve Frances Phillips as a new addition to the pool of panelists for the Literary Arts Pilot Grant Program. Motion was seconded by Commissioner Simon and unanimously approved.

Recommendation made by Commissioner Nakajo for a motion to approve payment in the amount of $100 each from the NEA account to the selected panelists for the 1994-95 Literary Arts Pilot Grant Program: Devorah Major, Duane Big Eagle, Frances Phillips and Linda Lucero.

Note: Commissioner Nakajo will be the committee representative on the panel with Commissoner Simon as alternate.

4. Asbestos Update

The Department of Public Works has been assessing the asbestos abatement needs of the Cultural Centers. The South of Market Cultural Center and The Center of African and African American Art and Culture have the most immediate needs. The estimated cost for SOMAR is $20,000 and $14,000 for CAAAC. It was recommended that this situation be addressed as soon as possible, and that funding for the estimated amounts be apportioned from the capital improvement fund.

Recommendation made by Commissioner Lim for a motion to approve the allocation of $34,000 from the capital improvement fund towards asbestos abatement for the South of Market Cultural Center at costs of up to $20,000 and The Center of African and African American Art and Culture at costs of up to $14,000.

5. South of Market Cultural Center Building Improvements

During the recent power outage in the south of Market area, PG&E made an inspection of SOMAR and noted that the gas meter needed replacement. At no cost to the center or the Art Commission, PG&E replaced the meter.

Motion made by Commissioner Nakajo to approve replacement of the gas meter at SOMAR. Motion was seconded by Commissioner Lim and unanimously approved.

Jack Davis explained the future plans for capitol improvements of SOMAR (see attachment.) The center is midway through the feasibility study. The initial phase addresses the center's upgrade needs for handicapped access, fire exits and toilets. Davis explained the need for the conversion of SOMAR's electrical configuration to a system more suitable to their use and outlined additional immediate electrical needs, as identified by SOMAR staff (see handout.) A cost estimate is in preparation. SOMAR is paying for a consultant who is outlining the plan for future improvements of the center. The proposed timetable for Phase I will occur in 1994-95.

6. Mission Cultural Center Fire Monitoring System

The fire marshall has cited a list of violations that need to be addressed by the Art Commission and the Mission Cultural Center. At present time, there is no fire monitoring system. The proposed payment includes the installation of monitoring equipment and maintenance service. This would address the immediate safety needs of the building.

Motion made by Commissioner Nakajo to approve payment of $2,658 from the capital improvement fund for fire monitoring equipment and maintenance. Motion was seconded by Commissioner Lim and unanimously approved.

7. Asian American Planning Process

The Art Commission staff has held two meetings with various organizations representing the Asian American performing and visual arts communities (see attached minutes.) The result of the meetings determined the need for the development of a planning process that would critically look at the needs of the Asian arts community.

Recommendation made for a motion to approve the development of a contract to hire a consultant to facilitate a planning process. The consultant will work with the Asian American consortium and the Art Commission for an estimated amount of $7,000 remaining in the Arts Market contract.

8. New/Old Business

The Community Arts and Education committee meetings are held at one of the Cultural Centers every other month to allow the opportunity for those involved with the centers to address the committee. Rosa deAnda, Education Director of the Mission Cultural Center, was introduced to the committee and discussed the education programs of the center. The center offers free classes in various disciplines including martial arts. Currently, the center cannot accommodate the large number of children and teenagers interested in enrollment. DeAnda would like to see the center expand the classes to meet the community's needs and possibly become an affiliate of the school system in order to provide accredited courses.

Commissioner Lim adjourned the meeting at 5:50 p.m.

Minutes submitted for approval by:

Sonia Gray
Director, Community Arts and Education

Minutes approved by:

Joanne Chow Winship
Director of Cultural Affairs

Tuesday, December 14, 1993

MW

MOCK/WALLACE
Architecture
Interior Design
Space Planning
Construction Mangement

1108 Bryant Street
San Francisco, CA 94103
(415) 626-6868

Jack Davis
SOMAR
934 Brannan Street
San Francisco, CA 94103

RE: SOMAR Alterations - Performance Gallery Area

Dear Jack:

Thanks again for giving my partner Larry and me a tour of the facility and describing once more your intentions for the Performance Gallery Area. Larry and I have reviewed the project scope and some of the possible problems which could hang up the project. Among the issues that we will have to deal with include:

1. Title 24 Disabled Access Requirements
2. Title 24 Energy Requirements
3. Fire Safety Egress Requirements
4. Fire Safety - Required wall / roof / floor fire ratings
5. Separation of the performance area from the warehouse areas.

Because some of these items are indeterminate -- relative to interpretations by local building officials, we propose to break the design into two phases. The first phase would be a feasibility phase and would include paid reviews by City Planning, Fire & Building Departments prior to submission for permit. This review would disclose any regulatory requirements which would make the $ 90,000 budget insufficient. If this occurs, we'll re-estimate the costs and "Fundraise" like crazy.

Please review the attachment If you think it is reasonable, please contact me or Larry and we will forward a contract for signature. We look forward to working with you and are anxious to begin.

Sincerely,

Donald S. Wallace

Preliminary Assumptions - S O M A R

Date 14-Dec-93

	Square Footage Allocations - Phase I	SF	# of People	Total
1	Exhibit Space	50	150	7,500
2	Theater Space	7	150	1,050
3	Subtotal			8,550
4	Circulation, Rest Rooms, Etc.	15%		1,283
5	Total Square Footage - Phase I			9,833

	Basic Construction Budget	Preliminary	Amount
1	Alterations, Rest Rooms, Life Safety & Accessibility Improvements*:		$90,000
2	Other Costs		
	Permits	$2,000	
	Spec Inspections/Testing/ City Review	$3,000	
	Architecture/Engineering	$14,000	
3	Subtotal other Costs	$19,000	$19,000
4	Total Costs:		$109,000

* These costs are for the remodeling of the Theater/Gallery Interior spaces only. It does not include any renovations to the exterior, or disabled access to the second floor.

	Architectural/Engineering Fees **	Amount
1	Feasibility Study	$3,000
2	Design Development	$4,000
3	Construction Documents	$5,500
4	Construction Phase (Based on a maximum of 3 site visits)	$1,500
5	Total Fees:	$14,000

** Based on the scope of work outlined & budget of $90,000

FOR RELEASE: MAY, 1994

Contact: Ann Wettrich
San Francisco Arts Commission
(415) 252-2597 or
Deborah Krant
Young Audiences
(415) 863-1719

Date

SAN FRANCISCO ARTS PROVIDERS TO BE SHOWCASED AT

8TH ANNUAL SAN FRANCISCO YOUTH ARTS FESTIVAL

Parents: Do you need help finding structured, creative, after-school or summer activities for your children? Artists and arts agencies working with San Francisco schools to promote arts education will distribute program information to the public at the San Francisco Arts Providers Showcase, to be held in the Adrian Gruhn Court of the Asian Art Museum on Saturday, May 7, from 10 a.m. to 3 p.m. Presented by the 8th Annual San Francisco Youth Arts Festival, the showcase will offer games and prizes to children and resource materials about after-school, summer and year-round arts activities to parents, teachers and artists. Employees and volunteers of participating Arts Providers agencies will staff information tables throughout the court, while information tapes provided by the agencies will run continuously on a video monitor. The showcase will be free and open to the public.

The San Francisco Arts Providers is an alliance of over 40 artists and agencies that provide students from kindergarten through the twelfth grade with opportunities to develop and express their creativity. Specific activities include planning, coordinating and participating in arts events in conjunction with the San Francisco Unified School District and other schools. The Arts Providers is an independent group which began receiving staff support from the State-Local Partnership Program of the San Francisco Arts Commission in 1988. For more information call -------

###

April 12, 1994

Sonia Grey
San Francisco Art Commission

SOMAR the South of Market Cultural Center needs the following electrical modifications:

I. POWER SERVICE The present service to the building is a 30 Delta configuration suitable for industrial uses (i.e. large motors, machinery, etc.). The electrical contractor for Phase I of our completed construction and the electrical contractor repairing existing fixtures have both recommended we change to a 30 Y configuration. We have contacted P.G.& E. and the City electrical inspector to begin this process.

II. IMMEDIATE ELECTRICAL NEEDS, identified by SOMAR staff, are as follows:

1. Florescent fixtures in loft area,
2. additional utility outlets in Gallery and Main bay,
3. additional lighting in Gallery and Main bay,
4. 220 V outlet for coffee maker in lounge,
5. work lights in Theater and
6. 30A 30Y breakouts at each distribution panel.

We are preparing a plan with cost estimates for this work.

ARTS EDUCATION
PROFESSIONAL DEVELOPMENT PROJECT

PROFESSIONAL DEVELOPMENT PROJECT DESCRIPTION

The Professional Development Project is being initiated through a collaborative effort of the San Francisco Unified School District, the Arts Education Funders Collaborative, the San Francisco Art Commission, and the San Francisco Arts Providers. The goal of the project is to improve arts education in the San Francisco Unified School District and to assist schools in integrating the arts into education in accordance with state and school district goals and guidelines. Building on past arts education projects of the school district and community arts organizations, the project aims to take the next step forward in stabilizing arts education as an integral element within a comprehensive curriculum. The project consists of three integrated components:

1) Arts Education Symposium
2) Professional Development Workshops
3) School Grants for Site-Based Arts Education Planning & Development

Planning began in Fall '93, and project activities will start up in Spring '94. The project is designed to reach twenty-four schools in its pilot year and has the capacity to reach all 72 elementary schools across a four-year period. Schools interested in site-based arts education planning and development will be eligible for grants and technical assistance. We have estimated for budgeting and planning purposes a total of 30 school grants; however, the budget and timeline will be expanded, if necessary, to reach all interested schools.

The Steering Committee has been constituted as follows:

Arts Education Funders' Collaborative: Walter & Elise Haas Fund, San Francisco Foundation, and the Gap Foundation with Bernard Osher Foundation as alternate representative;
San Francisco Art Commission: Arts Education Officer and Art Commissioner;
San Francisco Unified School District: Visual & Performing Arts Administrator, Elementary School Supervisor, K-2 grade teacher, 3-5 grade teacher, Elementary School Principal, Elementary School Parent;
Center for Collaborative Change: Staff Representative;
San Francisco Art Providers: Chair and Vice-Chair.

A project administrator, EMERALD CONSULTING, has been contracted to implement the project in accordance with the guidelines developed by the Steering Committee.

1993-94 Participating Elementary Schools

Alvarado	Sutro	Treasure Island
Sunnyside	Ulloa	Fairmount
El Dorado	Glen Park	Lawton
Lafayette	Jefferson	FEC/Bessie Carmichael
Commodore Sloat	John Swett	Longfellow
Raphael Weill	Cabrillo	Monroe
Miraloma	Redding	George Peabody
Mc Kinley	Sheridan	New Traditions

ARTS EDUCATION
PROFESSIONAL DEVELOPMENT PROJECT

Professional Development Workshop Overview

Two days of arts education workshops will be provided for teachers and principals from twenty-four elementary schools. Six teachers from each school will attend. Day One workshops, Tuesday, April 26, are for K-2nd grade teachers, and Day Two workshops, Tuesday, May 3, are for 3rd-5th grade teachers. Teachers will sign up for two short workshops and one long workshop per day. All principals will attend the Tuesday, April 26 morning arts education planning workshop and either one long or two short afternoon workshops of their choice.

We have encouraged principals to select for participation:

--teachers who are motivated and energized
--a mix of teachers, including those experienced in arts education and those who are interested in, but not necessarily knowledgeable about, the arts
--teachers who are able to articulate to others within their grade level the information and ideas gathered from the workshops
--teachers committed to the implementation of ideas and methods gained from the professional development experience

Workshop Presenter should include or help advance the following Project Goals:

- collaboration of all types: among organizations, disciplines, artists, arts specialists & teachers
- consideration of the needs of all students--including ESL, special education, and diverse social & cultural backgrounds
- distribution of instructional and resource material for teachers
- discussion of the management of time and space in the classroom for successful arts and process-based learning
- partnerships among neighborhood art centers, arts providers, and schools
- integration of arts within the total curriculum

A broad array of primarily San Francisco-based community arts organizations, artists, and arts specialists will serve as presenters. Twenty-three (23) presenters, including fifteen (15) San Francisco arts organizations and six (6) individual artists, arts educators and teachers, have been selected to present a total of thirty-three (33) workshops over the two days scheduled.

The Workshop Site is the San Francisco Christian Center Educational Building, 5845 Mission Street ; San Francisco. Directions: Between Geneva and Sickles, near top of the hill, Daly City. A large parking lot is in the back, up the driveway on the side of the building. Look for balloons and Arts Education signs in front.

Daily Agenda: Tuesday, April 26 and Tuesday, May 3

7:30-8:00	Coffee, Continental Breakfast, and Registration
8:00-5:00	**Arts Education Information:** *Art Providers will have tables with representatives giving out information & materials about arts education services and resources*
8:00-8:20	Welcome/Orientation
8:30-10:45	Morning Workshops*
10:55-11:55	Neighborhood/Community Resources Panel
12:00-12:45	Lunch
12:50-3:05	Afternoon Workshops*
3:15-3:45	Grant Information, Wrap Up, & Evaluation

ARTS EDUCATION
PROFESSIONAL DEVELOPMENT PROJECT

Workshop Schedule: Tuesday, April 26--For Teachers K-2nd Grade and all Principals

*Morning:

Principal Arts Education Planning Workshop
8:30-10:45

Long Workshops
8:30-10:45

Patty Yancy SF Performing Arts Library & Museum	Selling the Stage: The Multicultural Layers of San Francisco's Performing Arts History
Joel Ben Izzy Individual Artist	The Storytelling Project
Gloria Until/ Bea Kalvetsky/Gary Draper Performing Arts Workshop	Utilizing The Creative Process in Teaching
Nancy Gittleman Individual Artist	Multicultural Celebration Through Clay Creations

Short Workshops
8:30-9:30

Paola Muggia Stuff Cartoon Art Museum	Kapowl The History and Art of Comics
Wilma Pang Music in Schools Today	Chinese Culture Through Song and Movement

9:45-10:45

Jacquelline Ruben Individual Artist	Walk Around Art: Painted Paper Screens
Carlos Ramirez Individual Artist	Learning and Teaching Bilingual Singing: A Joyful Art

*Afternoon:

Long Workshops
12:50-3:05

Deanne Myers/Patricia Christianson Individual Arts Educators	Teaching the Creative Process Through Diverse Cultural Models
Marcia Kimmell The Next Stage	Learning Through Games and play
Rieko Goto/Daniel DiPierro School in the Exploratorium	Painting With Nature
Tomi Nagal-Rothe/Susan Sibbet California Poets in the Schools	Through the Window of My House: An Interdisciplinary Approach to Poetry

Short Workshops
12:50-1:50

Carolyn Power LEAP	Tales to Tell, Act Out, and Write!
Patricia Howard/Wendy Parkman Make-A-Circus	LA DAI Circus Arts in the Classroom

2:05-3:05

Robbin Frey/Wilfred Mark Dance Kaiso/Young Audiences	Multicultural Understanding Through Music and Dance
Kli Cameron Teacher, Sanchez School	Visual Art in an Integrated Curriculum

ARTS EDUCATION
PROFESSIONAL DEVELOPMENT PROJECT

Workshop Schedule: Tuesday, May 3--For Teachers 3rd-5th Grade

*Morning:

Long Workshops

8:30-10:45

Patty Yancy SF Performing Arts Library & Museum	Setting the Stage: The Multicultural Layers of San Francisco's Performing Arts History
Barbara Palmer SF School Volunteers	Eyes on the Prize: How to Use a Culturally Relevant Classroom Resource
Gloria Until/ Bea Krivetsky/Gary Draper Performing Arts Workshop	Utilizing The Creative Process In Teaching
Liz Lerma Galeria de la Raza	Multicultural Folklore in the Classroom

Short Workshops

8:30-9:30

Paola Muggia Stuff Cartoon Art Museum	Kapowl The History and Art of Comics
Terry Bowser Buruti Adigun Sipho	Music, Motion, and Rhythm

9:45-10:45

Richard Storek LEAP	The Architects in Schools Program
Carolyn Power LEAP	Tales to Tell, Act Out, and Write!

*Afternoon:

Long Workshops

12:50-3:05

Deanne Myers/Patricia Christianson Individual Arts Educators	Teaching the Creative Process Through Diverse Cultural Models
Kat Sena Music in Schools Today	Making Music With Math
Elizabeth Medrano/Sheila Ghidini Art Affects	Patterns in Art and Nature
Tomi Nagai-Rothe/Susan Sibbet California Poets in the Schools	Through the Window of My House: An Interdisciplinary Approach to Poetry

Short Workshops

12:50-1:50

Jean Paul Petraud Children's Media Lab	Take 2: Teaching Problem Solving Through the Creation of Art Video
Patricia Howard/Wendy Parkman Make-A-Circus	TA DA! Circus Arts in the Classroom

2:05-3:05

Robbin Frey/Wilfred Mark Dance Kaiso/Young Audiences	Multicultural Understanding Through Music and Dance
Kit Cameron Teacher, Sanchez School	Visual Art in an Integrated Curriculum

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SAN FRANCISCO ART COMMISSION

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, May 10, 1994 4:30 p.m.
San Francisco Art Commission, Rm. 70; 25 Van Ness Ave.

AGENDA

PROGRAMS
Civic Art Collection
Civic Design Review
Community Arts & Education
POPS Symphony Concerts
Public Art Program

Street Artists Licenses
Suite 70
415 252 2581

Art Commission Gallery
155 Grove Street
415 554 9682

1. Strategic Planning Process for the Cultural Centers Update

2. Arts Education Update

   a. Action item: CSSSA

      Motion to approve the allocation of $700 from the Public Art Fund to San Francisco Arts Education Foundation for the Calfornia Arts Scholars Award Ceremony.

      Motion to recognize that the San Francisco Art Commission congratulates San Francisco high school students on their acceptance into the California State Summer School for the Arts and salutes them as 1994 California Art Scholars.

3. 94-95 Capital Improvement Advisory Committee Allocations

   a. $91,700 Cultural Centers Misc. Facility Fund
   b. $34,000 Asbestos Abatement for CAAAC and SOMAR

4. Cultural Centers Maintenance Fund

   a. Action item: 93-94 CIAP fund

      Motion to approve the allocation of up to $24,000 from the CIAC fund for facility maintenance and emergency fire and life safety repairs to the four cultural centers: Mission, Bayview, South of Market, and the Center for African and African American Art and Culture.

5. Asian American Planning Process - Update

   a. Request for Proposal - Asian American Arts Community Needs Assessment

6. New/Old business

City and County of San Francisco

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, May 10, 1994 4:30 p.m.
San Francisco Art Commission, 25 Van Ness Ave., Ste. 70

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Minutes

Present: Staff--Sonia Gray, Salette Gressett, Ann Wettrich; Commissioners Present--Terri Simon, Genny Lim, Steven Nakajo, Willis Kirk; Guests-- Omowalee Satterwhite, Jack Davis from SOMAR, Steve Cohen from the Bayview Opera House, Kathleen Lane from ArtHouse

Commissioner Lim called the meeting to order at 4:40 p.m.

DISCUSSION

1. *Strategic Planning Process for the Cultural Centers Update*

The last Full Commission meeting was held on May 2. Omowalee addressed the Commission as the consultant of the project to explain the strategic planning process and to invite discussion with the Commission. Omowalee described the phases of the process, beginning with building partnerships between the centers and the Art Commission, and then asked the commissioners what they envision as a result of this process. The commissioners responded with an expressed interest in the centers becoming more independent and developing further organizational stability. Genny Lim commented that the degree of autonomy needed may vary among the centers. The commissioners also supported the centers for serving as direct providers of their communities' needs and encouraged programming at the centers to have a broad and enduring impact. Omowalee hopes to further clarify the Full Commission's perception of the goals of this process. Sonia felt that the Full Commission has developed a better understanding of the importance of this process. A continuing challenge is getting all involved parties to meet together, as communication and input from everyone is critical. Steve Cohen said that he has support from the board of the Bayview Opera House, but feels that discussion of this process is abstract and would benefit from proposed options from the Commission. Jack Davis said that SOMAR is excited about the process and is comfortable in developing their own options.

The next meeting addressing the strategic planning process will be a task force meeting on May 25 from 6:00 - 9:00. There are three task force meetings and Terry Simon, Genny Lim and Stephen Nakajo will rotate so that a CAE commissoner will be present at each meeting. Ann Healy, Commission President, was recommended by CAE to represent the Full Commission.

2. *Arts Education Update*

Motion made by Commissioner Kirk to approve the allocation of a $700 grant from the Public Art Fund to San Francisco Arts Education Foundation for the California Arts Scholars Award Ceremony. Motion was seconded by Commissioner Nakajo and unanimously approved.

Motion made by Commissioner Kirk to recognize that the San Francisco Art Commission congratulates San Francisco high school students on their acceptance into the California State Summer School for the Arts and salutes them as 1994 California Art Scholars. Motion was seconded by Commissioner Simon and unanimously approved.

The professional development principals' and teachers' workshops held April 26 and May 3 were very successful. Approximately 140 teachers and principals attended a full day of arts education workshops. Sonia Gray facilitated a panel discussion on ways that schools can become connected with their communities to work with artists in developing art education programs. The

event provided a unique opportunity for the teachers to meet community-based artists to learn how to incorporate the arts into their curriculum and how to access community arts resources in support of their efforts. Evaluation comments indicated success of the project with the recommendation that next year's event have smaller panel groups to provide more opportunities for informal dialogue.

The arts education clearinghouse proposal is still being negotiated with the library as a possible site.

The Literary Arts Pilot Grant orientation sessions are May 11 and May 18. This is the last year of this three-year pilot program. Terri Simon will serve as a panelist from the Commission.

The California State Summer School for the Arts Award Ceremony will be held May 21 at Stern Grove. Commissioner Kirk will be the Master of Ceremonies. The ceremony will be followed by a benefit picnic for the San Francisco Arts Education Foundation with an exhibit and performance by San Francisco children.

3. *1994-95 Capital Improvement Advisory Committee Allocations*

The Community Arts and Education Program has received an increase in capital improvement funds which may be due to the large representation from the cultural centers and the community during last year's budget negotiations. Capital improvement monies comes from the general fund. There is new fund available for asbestos abatement for the centers in 1994-95. 1994-95 allocations include $91,700 for cultural centers' maintenance and $34,000 for asbestos abatement for SOMAR and CAAAC.

4. *Cultural Centers Maintenance Fund*

Motion made by Commissioner Kirk to approve the allocation of up to $24,000 in grants from the 1993-94 CIAC fund for facility maintenance and emergency fire and life safety repairs to the four cultural centers: Mission, Bayview, South of Market, and the Center for African and African American Art and Culture.

5. *Asian American Planning Process - Update*

There have been two meetings with the Asian American arts community. The first meeting addressed opportunities through the Cultural Equity Endowment Program and the second meeting discussed critical needs and issues. A request for proposal was developed to hire a consultant to conduct an analysis to address the needs that arise from these meetings. The RFP and minutes from the last meeting will be sent to the commissioners and all organizations who have been in attendance at these meetings. Steve Nakajo recommended that the Chinatown Community Arts Program and Julie Cheung be included in these discussions.

6. *New/Old Business*

Kathleen Lane announced that ArtHouse is extending their services to small and mid-size organizations to address and develop cultural facility needs. ArtHouse will be conducting a survey with organizations that have been undergoing facility development processes. ArtHouse is sponsoring a workshop on June 7-8 for facilities planning and a conference on strategies for cultural adaptations of facilities (see handouts). Kathleen announced that she will be leaving ArtHouse on June 1, 1994.

Willis Kirk gave an update on the International Music Day event which will take place on June 21 from 5:00-8:00. The Art Commission is co-sponsoring this event and the communities that have agreed to participate are Potrero Hill Neighborhood House and SNIG in Ingleside.

Steve Cohen and Jack Davis said that Bayview Opera House and SOMAR would also be participating. Steve Cohen announced the performance of "Americ" at Bayview Opera House and Jack Davis announced events scheduled at SOMAR (see handouts).

Commissioner Lim adjourned the meeting at 5:55 p.m.

Minutes submitted for approval by:

Sonia Gray
Director, Community Arts and Education

Minutes reviewed by:

Joanne Chow Winship
Director of Cultural Affairs

CULTURAL FACILITIES FUND/SF BAY AREA PROGRAM

presents

AN ADVANCED FACILITIES PLANNING WORKSHOP

for Executive Directors and Board Members

A two day workshop to help you plan and execute your facility project, including: identifying the questions to ask (and answer) about your project; assessing your organizational capacity; calculating the project's long-term impact on your organization; and avoiding common pitfalls.

Tuesday, June 7 and Wednesday, June 8

Fort Mason Center
Conference Room A2, Conference Center, Bldg. A
San Francisco

$50 for two days (lunch included)

Call 415-255-4849 for more information

Please complete the registration form below and mail with your check to: CFF/SF Bay Area Program, 44 Page Street, Suite 604F, San Francisco, CA 94102. Your registration must be received by May 20th to guarantee your participation in this workshop.

Name(s):_____

Title(s):_____

Organization:_____

Address:_____ City:_____

Zip:_____ Telephone:_____ Fax:_____

People Attending:_____ Amt. Enclosed (# people attending x $50):_____

The Cultural Facilities Fund is a national program of technical and financial assistance created to help cultural organizations better plan and manage their facilities. Organizations considering applying to CFF for assistance are strongly encouraged to attend this workshop.

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SAN FRANCISCO ART COMMISSION

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, June 14, 1994 4:30 p.m.
Bayview Opera House, 4705 Third St.

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AGENDA

1. Update on Strategic Planning Process for the Cultural Centers

2. Arts Education Update

3. Action item requested on approval for proposal

Action requested to approve proposal submitted by Nancy Young and Eleanor San San Wong for the needs assessment of the Asian arts community

4. NEA - Americorp Proposal Update

5. New/Old business

PROGRAMS
Civic Art Collection
Civic Design Review
Community Arts & Education
OPS Symphony Concerts
Public Art Program

Street Artists Licenses
Suite 70
415.252.2581

Art Commission Gallery
155 Grove Street
415.554.9682

City and County of San Francisco

25 Van Ness Ave. Suite 240, San Francisco, CA. 94102 tel. 415.252.2590 fax 415.252.2595

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SAN FRANCISCO ART COMMISSION

PROGRAMS

CIVIC ART COLLECTION
CIVIC DESIGN REVIEW
COMMUNITY ARTS
& EDUCATION
POPS SYMPHONY CONCERTS
PUBLIC ART PROGRAM

STREET ARTISTS LICENSES
SUITE 70
415.252.2581

ART COMMISSION GALLERY
155 GROVE STREET
415.554 9682

COMMUNITY ARTS AND EDUCATION SPECIAL MEETING

Tuesday, July 12, 1994 4:30 p.m.
San Francisco Art Commission, 25 Van Ness, Ste. 240

AGENDA

1. Joint meeting of Cultural Centers and Program Committee:
   Discussion of Strategic Planning Process for the Cultural Centers

   a) Facility renovation/maintenance

   b) Operational funding

   c) Political advocacy

   d) Lease/Acquisition of facilities

   e) Relationship with the Art Commission

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CITY AND COUNTY OF
SAN FRANCISCO

25 VAN NESS AVE. SUITE 240, SAN FRANCISCO, CA. 94102 TEL. 415.252.2590 FAX 415.252.2595

SAN FRANCISCO ART COMMISSION

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PROGRAMS
CITY ART COLLECTION
CIVIC DESIGN REVIEW
COMMUNITY ARTS
& EDUCATION
POPS SUMMER CONCERTS
PUBLIC ART PROGRAM

SUITE ARTISTS DATABASE
SUITE 70
415 252 2581

ART COMMISSION GALLERY
155 GROVE STREET
415 554 9682

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, August 9, 1994 4:30 p.m.
San Francisco Art Commission, 25 Van Ness, Ste. 240

AGENDA

1. CAE 1994-95 Budget

2. Action item requested on approval of expenditures for FY 94-95

Motion to approve 1994-95 Literary Art Pilot Grants:

1) Agora TV	$1,000
2) American Indian Contemporary Arts	$9,000
3) Bayview Opera House	$6,300
4) Brava! for Women in the Arts	$9,000
5) California Poets in the Schools	$9,000
6) Chinese Progressive Association	$5,642
7) Life on the Water/Eco-Rap	$6,300
8) Programs for People	$6,300
9) Real Alternatives Program	$6,300
10) St. John's Educational Thresholds Ctr.	$6,300
11) Teatro ng Tanan	$6,300
12) Theatre Adelante/Teatro Nuestro	$5,950
13) Vietnamese Youth Development Ctr.	$6,300
14) Wajumbe Cultural Institution	$6,300
TOTAL	**$90,000**

Motion to approve 1994-95 Cultural Center Youth Projects:

1) South of Market		$4,200
2) Bayview Opera House		$6,400
3) CAAAC		$11,000
Upper Room Project	$4,000	
Children's Theatre Project	$2,000	
ACE Project	$5,000	
4) Mission Cultural Center		$8,700
Summer MAS Project	$5,400	
Mural Project	$3,300	
TOTAL		**$30,300**

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SAN FRANCISCO ART COMMISSION

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, September 13, 1994 4:30 p.m.
San Francisco Art Commission, 25 Van Ness, Ste. 240

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AGENDA

1. ArtHouse Discussion/Grant Oversight

Action item requested on approval of expenditure for FY 94-95

Motion to approve $4,816.14 from NEA funds for ArtHouse.

2. Asian American Art Organization Needs Assessment Update

3. Chinatown MOU Revisions

4. Action item requested for CAAAC

Action requested to approve the Center for African and African American Art and Culture's parking lot improvements

5. New/Old Business

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Agenda Item VI-5-b

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, September 13, 1994 4:30 p.m.
San Francisco Art Commission, 25 Van Ness Ave. Ste. 70

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Minutes

Present: Staff--Sonia Gray, Salette Gressett, Ann Wettrich, Joanne Chow Winship, Lawrence Thoo; Commissioners Present--Terri Simon, Steve Nakajo, Genny Lim, William Meyer; Cultural Centers Representatives-- Steve Cohen from the Bayview Opera House, Kola Thomas and Deborah Craig from the Center for African and African American Art and Culture; Programs in the Community Representatives-- Julie Cheung from the Chinatown Community Arts Program, Alma Robinson from California Lawyers for the Arts/ArtHouse.

Commissioner Lim called the meeting to order at 4:40 p.m.

1. *ArtHouse Discussion/Grant Oversight*

Alma Robinson, Director of California Lawyers for the Arts, gave the background on and an overview of ArtHouse. Since 1985, the program has worked through CAE to provide support and advocacy of facilities for artists. Services include a listings hotline, technical assistance and organizing efforts to secure cultural adaptations of military base conversions (see handout).

Joanne Chow Winship informed the committee that she had explored with Program Directors'Gray and Thoo the feasibility of grant oversight of ArtHouse by the Program Director of the Cultural Equity Grants Program to reduce the workload of the incoming Community Arts and Education Program Director. This would also give more opportunity for ArtHouse to work more closely with the Cultural Equity Grants Program which will be exploring technical assistance facility issues.

Lawrence Thoo, Director of the Cultural Equity Grants Program, expressed a concern with placement of the program to where it would be most appropriate. The cultural center representatives responded by saying that they would prefer to work with one program of the Art Commission. Commissioner Lim felt this was a matter of committee oversight. Director Winship reiterated that this exploration had begun as a staff discussion and was confused as to the role of administration in this matter.

The commissioners expressed the need for more time to consider this matter. This item was moved to the next CAE agenda and to the Executive Committee agenda.

Motion made by Commissioner Meyer to approve $4,816.14 from NEA funds for ArtHouse. Motion was seconded by Commissioner Simon and unanimously approved.

2. *Asian American Art Organization Needs Assessment Update*

Fifty surveys were sent out to Asian American art organizations and at this point, ten surveys have been received. Due to the low response rate, telephone interviews will be made. The consultants are continuing to build the database and collect more information. The second survey

will target individual artists. The focus of this survey is on service needs, challenges facing organizations, and artists and facility needs. The commissioners requested that the consultants be present in future committee meetings to give their updates.

3. *Chinatown MOU Revisions*

Community Arts and Education funds the programming and staff position for the Chinatown Community Arts Program. Historically, the Chinese Cultural Foundation has been paid to house the Chinatown Community Arts Program. The proposed changes in the program's Memorandum of Understanding (MOU), which outlines a one-year agreement, is a result of staff meeting with the Chinese Cultural Foundation (see underlined changes in handout). One major issue for discussion is the insurance responsibility. The foundation has previously been responsible for insurance, but is now requiring the resident programs/organizations to carry their own insurance. The city cannot self-insure a program in a privately-owned facility, and CAE is currently seeking recommendations from Keith Grand, the city risk manager, to resolve the issue. It was noted that the MOU contains specific time and space restrictions and that the Chinese Cultural Foundation is committed to Chinese culture which is limiting to the greater Asian American community. The commissioners agreed that an alternate space for the program would be desirable and should be considered.

4. *Capital improvements for the Center of African and African American Art and Culture*

Kola Thomas presented the blueprints for the parking lot improvements at CAAAC (see handout). Funding for the project has been approved by the Redevelopment Agency.

Motion made by Commissioner Meyer to approve the parking lot improvements at CAAAC with the stipulation that the center study the possibility of adding additional spaces through reconfiguration of the layout. Motion was seconded by Commissioner Nakajo and unanimously approved.

Recommendation made by Commissioner Meyer that additional capital improvements be subject to approval by the Director of Cultural Affairs, CAAAC give status reports at the monthly committee meetings, and issues on art and architecture be brought to the attention of the committee.

5. *New/Old Business*

Twenty WritersCorp members have been chosen and 11 were present at the ceremony to launch the AmeriCorp program on September 12th, at the Palace of Fine Arts. WritersCorp is the only arts program of AmeriCorp and is receiving substantial media attention. The corp members will being teaching in November and the first advisory committee meeting is on Friday, September 16th. The WritersCorp program extends and builds upon CAE's Literary Arts Pilot Grant Program, and will also be a connecting bridge between the Literary Arts grantees' projects.

Inside/Out, the directory of arts education resources published by CAE, is in high demand and will be updated by the beginning of next year.

The Professional Development Project has allocated 20 grants to elementary schools to develop arts education programming. The next series of workshops for principals and teachers from 44 city-wide elementary schools will take place in March, 1995.

The Youth Arts Clearinghouse is considering potential sites for the program, including the new main library under construction. However, this site is contingent upon funding for library staff to maintain the program once it is established.

Director Winship invited an interviewing committee be formed to interview candidates for the Community Arts and Education Program Director. The committee will consist of a representative from the Cultural Centers, a representative from the Community Arts and Education Program Committee, Art Commission President, Director of Cultural Affairs and the Director of Community Arts and Education. Sonia Gray has resigned the Art Commission and will be leaving at the end of October, 1994.

Commissioner Lim adjourned the meeting at 6:30 p.m.

Minutes submitted for approved by:

Sonia Gray
Director of Community Arts and Education

Minutes reviewed by:

Joanne Chow Winship
Director of Cultural Affairs

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Art Commission Gallery
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415.554.9682

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, November 8, 1994 4:30 p.m.
San Francisco Art Commission, 25 Van Ness, Ste. 240

AGENDA

1. Chinatown MOU Revisions
2. Cultural Center Strategic Planning Update
3. Asian American Art Organization Needs Assessment Update
4. Mission Cultural Center Facility Improvement
5. Arts Education Update
6. WritersCorps
7. New/Old Business

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, November 8, 1994 4:30 p.m.
San Francisco Art Commission, 25 Van Ness Ave. Ste. 70

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Minutes

Present: Staff--Sonia Gray, Salette Gressett, Ann Wettrich, Joanne Chow Winship, Janet Heller; Commissioners Present--Terri Simon, Steve Nakajo, Genny Lim, Willis Kirk; Cultural Centers Representatives-- Heidi Hardin from the Bayview Opera House, Bob Carillo from the Mission Cultural Center, Jack Davis from the South of Market Cultural Center;

Commissioner Lim called the meeting to order at 4:40 p.m.

1. *Chinatown MOU Revisions*

The Chinese Cultural Foundation, the site of the Chinatown Community Arts Program (CCAP), has requested that two revisions be made to the CCAP 's Memorandum Of Understanding. One revision is that the program be required to pay an $85.00 per month maintenance fee to the foundation towards general upkeep of the facility. The foundation does not charge a rental fee to the program for use of the space. The second revision requires that the program carry its own insurance. The city's insurance risk manager is currently exploring the most cost efficient possibilities to address this requirement. Available options should be determined and presented by the next committee meeting.

2. *Cultural Center Strategic Planning Update*

A facility briefing meeting was held on October 27 to explore the possibility and required measures to obtain lease/purchase or gift options of the centers. Representatives from the Real Estate Department, City Planning and City Attorney's office were present to discuss this issue. It was determined that these proposed options for the centers are possible and the details of their implementation are to be further investigated.

The centers have been given policy issue information to prepare their documents that outline the goals and objectives of their facility plans. The final task force meeting is scheduled for January, 1995 followed by the commission's joint meeting with the centers in February to conclude the planning process.

3. *Asian American Art Organization Needs Assessment Update*

The organization needs assessment survey has been distributed to 55 organizations (see attached). Fifteen organizations have responded to date. Non-respondents are being followed-up by phone. The individual artists survey is being finalized and will be sent to 50 artists this week. A community meeting to present and discuss survey results will be held December 10. Cultural facilities funding sources are being researched and information exchange with other similar Asian American projects is being done to build an Asian American cultural network.

Commissioner Lim expressed a concern that there is a discrepancy between the original intent of the assessment and the type of data that the survey is soliciting. A recommendation was made that this matter be discussed with the consultants prior to the December 10 meeting in order to focus the meeting in alignment with the original intent of the assessment.

4. Mission Cultural Center Facility Improvement

The alcove area behind the Mission Cultural Center has become a site for homeless and illegal activities. The residents of the 300 Bartlett Club, a neighborhood organization, are requesting alleviation of the problem. The resulting solution is for the police department to patrol the area to keep the area clear, for the DPW - Bureau of Street Environmental Services to clean the area on a regular basis and for the Art Commission to install a gate to prevent outside access to the area. The police and DPW have been patrolling and cleaning as requested, and a security gate is currently being designed that will meet the codes required by the Fire Department and Bureau of Building Inspection.

5. Arts Education Update

Ann Wettrich, Arts Education Officer, distributed information on the Arts Education Collaborative structure and projects (see attached). Wettrich was prepared to give an overview and update of these arts education initiatives, however, it was agreed that this discussion be moved to the first item on the next agenda for the benefit of the new committee members who were absent. A brief report on the Inside/Out book and Professional Development Projects followed.

The Inside/Out directory, first published in the Spring of 1993, is being updated for release next March. The Professional Development project, begun in the Spring of 1994, plans to serve all 72 SFUSD elementary schools over the next three to four years. Each year, teachers and principals from 24 schools attend a full day of arts education workshops presented by over 30 local artists and arts education providers. After participation in the workshops, schools are eligible to apply for $3,000 in arts education planning and implementation grants. Any school who applies for the grant and agrees to accept responsibility for the project will be awarded. This fall, 20 schools were awarded grant.

6. WritersCorps Update

Janet Heller, Site Coordinator for WritersCorps, reported that ten sites have committed to date. Community day schools, alternative schools for youth with difficulties in mainstream high schools, are being negotiated for the remaining ten sites. The corps residencies begin this week. The members have had 35 hours of training and California Poets in the Schools will provide ongoing training. The corps had a table at the Book Fair this past weekend with members present to raise the visibility of WritersCorps.

Commissioner Lim asked for clarification on the relationship of the site coordinator's position to the Art Commission and wanted to know the needs of the program. Heller is an employee of George Mason University under the Associated Writing Programs (AWP), with Ann Wettrich acting as her direct supervisor and Director Winship providing overall supervision. Heller explained that the needs of WritersCorps are additional support with corps training and a space for the corps in the community for their meetings. Heller also welcomed additional input from advisory team members. Commissioner Lim expressed a concern about the delayed payment of two corps members from AWP and recommended to Director Winship that an alternate means of payment via the Art Commission be available to reconcile such delays.

Commissioner Lim adjourned the meeting at 6:35 p.m.

Minutes submitted for approval by:

Salette Gressett
Community Arts and Education, Program Assistant

Minutes reviewed by:

Joanne Chow Winship
Director of Cultural Affairs

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COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING

Tuesday, December 13, 1994, 4:30 p.m.
San Francisco Art Commission, 25 Van Ness, Suite 70

AGENDA

1. Report on Asian American Art Community Needs Assessment by Mari Hatta

2. Action item requested for reallocation of carry forward amounts for design and printing of brochure for Literary Arts Grant projects.

   a. Motion to allocate $314 in remaining gift funds and $337 from previous years' public art funds to design and print brochure for literary arts grant projects.

   b. Motion to pay Ron Owen an honorarium of $200 for design services.

3. Discussion on NEA grant application to fund Arts Education Professional Development Project and request to apply.

   a. Motion to authorize Art Commission to apply for, accept and expend grant amounts up to $150,000 for three years from the National Endowment for the Arts for the Arts Education Professional Development Project.

4. Arts Education projects and field update

5. Mission Cultural Center alley gate progress report and status of maintenance items.

6. Chinatown Community Arts Program Insurance

7. WritersCorp Update

8. 1995 Schedule for Program Committee Meetings

9. Old/New Business

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, December 13, 1994 4:30 p.m.
San Francisco Art Commission, 25 Van Ness Ave. Ste. 70

Minutes

Present: Staff-- Joanne Chow Winship, Salette Gressett, Ann Wettrich, Janet Heller; Commissioners Present--Terri Simon, Steve Nakajo, Genny Lim, William Meyer; Consultant-- Mari Hatta

Commissioner Lim called the meeting to order at 4:40 p.m.

1. *Asian American Needs Assessment Update*

Mari Hatta gave an update on the Asian American Needs Assessment. She reported that the scope of the survey has expanded to reach the entire Bay area. The response rate has included 15 out of 75 surveys received, 20 attendees at the recent focus group session and 15 phone interviews. Preliminary responses have expressed an interest in an Asian American cultural center and an umbrella organization to provide an infrastructure for the Asian American arts community. Survey participants also expressed the preference to include new Asian American immigrant groups. There was a concern raised by the commissioners that the participants may expect the Art Commission to continue work beyond the scope of the assessment. Hatta explained that the participants were clear that the Art Commission has requested only that the assessment be done. The projected completion time of the assessment is March or April, 1995. Commissioner Nakajo pointed out that the completed mailing list from the survey will belong to the Art Commission.

2. *Literary Arts Grant Projects Brochure*

Action item was requested for reallocation of carry-forward amounts for the design and printing of the Literary Arts Grant projects brochure.

Motion made by Commissioner Nakajo to recommend the allocation of $314 in remaining gift account funds and $337 from previous years' public art funds to design and print a brochure for the literary arts grant project. Motion was seconded by Commissioner Simon and unanimously approved.

Action item was requested for payment of the design services for the Literary Arts Grant project brochure.

Motion made by Commissioner Nakajo to recommend the payment to Ron Owens of an honorarium in the amount of $200 for design services. Motion was seconded by Commissioner Meyer and unanimously approved.

3. *NEA Grant Application for the Professional Development Project*

Ann Wettrich, Arts Education Officer, reported that she is pursuing funding sources to secure the remaining $43,554 needed for the Professional Development Project. There is a new granting program of the NEA which specifically funds collaborative arts education projects and would be one viable source to raise funds for this project. The commissioners expressed their appreciation

of the fundraising efforts made by Wettrich, and recognition of the impact and visibility of the arts education projects. Action item was requested to authorize the Art Commission to apply for funding from the National Endowment for the Arts.

Motion made by Commissioner Meyer to recommend authorization of the Art Commission to apply for, accept and expend grant amounts up to $150,000 for three years from the National Endowment for the Arts for the Arts Education Professional Development Project. Motion was seconded by Commissioner Simon and unanimously approved.

4. Arts Education Projects and Field Update

Ann Wettrich announced the Professional Development Project reception would be held at The Gap on January 19, 1995 (see attached tentative program). Twenty schools have been given arts education planning grants and will implement their plans over the next six months (see attached RFP).

Mari Hatta has been hired as a consultant to update Inside/Out, the guide to arts education programs. Approximately half of the funding has been raised for this project and pending proposals for the remaining funds needed will be known in January, 1995.

The Clearinghouse project was originally conceived as a center for arts education resources, with the new central library considered as the site. However, there have been difficulties in securing the library site and efforts have refocused on making Inside/Out available on-line through the inter-net at KQED. This information has been input on-line, along with Young Audiences' calendar of events, but will require additional input and ongoing update maintenance.

Wettrich was prepared to report on the Arts Providers project and planning for next year's Literary Arts Project, however, the Arts Education update was moved to continue following the remaining items on the agenda. Director Winship announced that Ann Wettrich will be attending the Getty Arts Education conference in Washington D.C. in January.

5. Mission Cultural Center Alley Gate Update

Tentative approval from the Fire Marshall has been abtained by Norm Karasik, Chief Architect at the Bureau of Architecture, for an electric door that would meet the required standards for the Mission Cultural Center. Director Winship has been in contact with the Bureau of Architecture who will be drawing up the specifications for the door.

6. Chinatown Community Arts Program Insurance

Director Winship reported that Keith Grand, Risk Manager for the city, found a policy that would insure the Art Commission, but would not cover the participants of the program at the site. At this time, there appears to be no policy that would meet the requirements of the Chinese Cultural Foundation to insure participants of Art Commission sponsored programs. Commissioner Nakajo emphasized the importance of resolving this issue and the committee agreed that exploring options to relocate the program to another site should be pursued.

7. WritersCorps Update

Janet Heller, WritersCorps Site Coordinator, informed the committee that interim reports by the Corps and a site coordinator report were being submitted to AmeriCorps in January which will begin the evaluation documentation for the program. The Corps have been working with site trainers and a new office/meeting space for the Corps at Jovenes Unidos has been secured. Outreach for the program has included a radio spot by one of the Corps members, a visit to Mission High School, distribution of flyers and a public relations strategy is currently being developed with Maureen O'Rorke. The first WritersCorps newsletter will be done in January, 1995.

8. 1995 Schedule for Program Committee Meetings

The committee members had received and were in agreement of the schedule for next year's meetings.

9. Old/New Business

The committee raised the concern for the vacant position of Community Arts and Education Program Director. Recommendation made by Commissioner Nakajo that this issue be discussed at the next committee meeting.

Commissioner Lim adjourned the meeting at 6:35 p.m.

Minutes submitted for approval by:

Salette Gressett
Community Arts and Education, Program Assistant

Minutes reviewed by:

Joanne Chow Winship
Director of Cultural Affairs

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SAN FRANCISCO ART COMMISSION

PROGRAMS

CIVIC ART COLLECTION
CIVIC DESIGN REVIEW
COMMUNITY ARTS & EDUCATION
CULTURAL EQUITY GRANTS
GALLERY
POPS SYMPHONY CONCERTS
PUBLIC ART

STREET ARTISTS LICENSES
SUITE 70
415.252.2581

SAN FRANCISCO ART COMMISSION

Special Community Arts and Education Committee Meeting
11 January, 1995, Wednesday
6 p.m.
25 Van Ness Avenue - Suite 70
San Francisco, CA 94102

AGENDA

1. Cultural Center Facilities Task Force planning discussion.

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COMMUNITY ARTS AND EDUCATION SPECIAL PROGRAM COMMITTEE MEETING

Tuesday, January 11, 1994 6:00 p.m.
San Francisco Art Commission, 25 Van Ness Ave. Ste. 70

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Minutes

Present: Staff-- Joanne Chow Winship, Salette Gressett; Commissioners Present--Terri Simon, Steve Nakajo, Genny Lim, William Meyer; Cultural Center Representatives-- Steve Cohen, Joseph Smith, Jamie Lockett and Scott Madison from Bayview Opera House, Kola Thomas from Center for African and African American Art and Culture, Jack Davis from South of Market Cultural Center; Consultant-- Omowalee Satterwhite; Guest--Sonia Gray

Commissioner Lim called the meeting to order at 4:40 p.m.

1. *Cultural Center Facilities Task Force planning discussion*

A joint meeting was called of the CAE committee and the Cultural Center Task Force to discuss the cultural center facilities' planning update. Omowalee Satterwhite reminded the group that the purpose of the task force is to review and shape the planning process. The final meeting is scheduled for February 14, 1995. Omowalee stated that at that time, he would provide an executive summary report of the planning process, including common themes of the centers. Commissioner Lim asked if there would be a report that specified the needs of the centers that have been ascertained through this planning process. Director Winship added that issues such as future ownership conditions of the facilities need to be articulated as an outcome of the process. The commissioners agreed that both documentation of the process and of the centers' individual decisions concerning their facilities is required to substantiate the planning process.

The centers' representatives responded that Omowalee has been an excellent facilitator by encouraging the centers to focus on issues concerning their relationship with the commission and their long-range plans. The centers expressed general agreement that they wish to produce resolutions to issues regarding the relationship of the centers with the Art Commission, and that they feel confident in expressing their position on these matters. Kola Thomas and Steve Cohen stated that they lack information to fully understand some of their options to make decisions that they would be ready to implement. Director Winship responded that the centers need to inform the commission of their needs so it can provide information they are lacking to make such decisions The purpose of the previous joint meeting with representatives from other city departments was to begin to obtain information about lease/ownership options and to introduce the centers to these particular resources. Commissioner Lim stated that an outline of the centers' desired conditions need to be proposed to the committee for consideration and for assistance in implementing their goals.

The agenda for the February 14 meeting was discussed and will include a presentation by each center to describe their: vision; facility lease/ownership plan; partnership with the Art Commission regarding funding, advocacy and relationship terms; and needs from the commission to develop strategies for the goals stated. This will be followed by a discussion of the common issues/themes among all centers. Commissioner Lim recommended that a summary report of these points be given to the commissioners in advance so that they can be prepared to provide technical advice for strategic planning. Sonia Gray, former Program Director of Community Arts and Education, confirmed that clarification of these points from the centers was an expectation of

this planning process. Omowalee had not understood that his facilitation services included involvement with the centers in producing documentation that articulates the centers' needs resulting from this planning process. Jack Davis pointed out that the relationship between the cultural centers and the Art Commission has developed to the strongest that it has ever been, and that the centers are in a good position to present their needs.

Commissioner Lim adjourned the meeting at 8:30 p.m.

Minutes submitted for approval by:

Salette Gressett
Community Arts and Education, Program Assistant

Minutes reviewed by:

Joanne Chow Winship
Director of Cultural Affairs

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SF ART COMMISSION

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE

Tuesday, February 14, 1995
4:00 P.M.
25 Van Ness, Suite 70

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AGENDA

Subject: Community Cultural Centers Discussion

04:00 - 04:15	Opening Session - Welcome - Introductions - Review of Agenda
04:15 - 04:30	Background Report - Overview of the Planning Process
04:30 - 05:30	Presentations by Community Cultural Centers (30 minutes each)
05:30 - 05:45	Break
05:45 - 06:45	Presentations by Community Cultural Centers (30 minutes each)
06:45 - 07:15	Discussion - Policy Framework - Areas of Mutual Agreement
07:15 - 07:30	Closing Session - Review of Outcomes - Next Steps

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COMMUNITY ARTS AND EDUCATION
SPECIAL PROGRAM COMMITTEE MEETING

Tuesday, February 14, 1995 4:00 p.m.
San Francisco Art Commission, 25 Van Ness Ave. Ste. 70

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Minutes

Present: Staff-- Joanne Chow Winship, Salette Gressett, Liz Lerma; Commissioners Present-- Steve Nakajo, William Meyer, Rod Freebairn-Smith; Cultural Center Representatives-- Steve Cohen, Rochelle Frazier, Heidi Hardin and Joseph Smith from Bayview Opera House, Kola Thomas and Deborah Craig from Center for African and African American Art and Culture, Jack Davis from South of Market Cultural Center, Bob Carillo from the Mission Cultural Center

Commissioner Nakajo called the meeting to order at 4:05 p.m.

1. *Cultural Center Facilities Discussion*

Opening
Steve Nakajo served as chair for the meeting and gave a brief overview of the agenda. Liz Lerma was introduced as the new Program Director for Community Arts and Education.
Commissioner Nakajo stated that the purpose of the special committee meeting was informational and to address the cultural centers' facility proposals.

Presentations
The centers' presentations began with SOMAR (see attached). Jack Davis stated that SOMAR is not interested in purchasing their facility and is looking to have a 30-year lease with a 5-year review process. The current two-year Memorandum of Understanding has been problematic in SOMAR's fundraising efforts, i.e. MOCD requires at least a 5-year lease. Jack has had discussions with Grants for the Arts (GFTA) regarding secured funding for the cultural centers and was told it may be possible if the Art Commission would also participate, but not on a one to one match. It was proposed that a funding commitment be made to meet that requirement. SOMAR currently receives $190,000 from GFTA and would need approximately $50,000 from the Art Commission to meet their additional request. Jack stated that he feels that the cultural centers are the last of the Art Commission's programs that still deliver directly into the community. SOMAR has raised almost half the funds required to address their code violations.

Rochelle Frazier made the presentation for Bayview Opera House (see attached). The center would like a 20-year lease, with a 10-year gift/purchase option in the second half of the lease. Their ultimate goal is to own the facility. They estimated that $3 million is needed for renovation, maintenance and work to address code violations. It was pointed out that the budget included in the distributed information is to date, while the previous budget sent with the agenda prior to the meeting was an annual budget. Another goal of the center is to reach an annual budget of $500,000 by the year 2000. Commissioner Meyer clarified that funding for maintenance and repairs is ongoing work that the centers need on a regular basis, and capital improvements is new work that needs to be done that is projected to last for an extended period of time. With that delineation, it was estimated that of Bayview's $500,000 projection, $185,000 would be for maintenance and repairs, $15,000 for operating and the remaining amount for capital improvements.

Bob Carillo presented the strategic plans for the Mission Cultural Center (see attached). The center is not interested in purchasing their building and would like to negotiate a 30-year lease with a review every five years. The center currently has funds from HUD for some capital improvements, but there is more work that needs to be done. The long-term lease would enable the center to more readily pursue additional funds, i.e. MOCD. It was estimated that approximately $55,000 per year would be needed for maintenance and repairs. The merger with La Raza Graphics did not benefit the center's fundraising efforts with funders, but La Raza Graphics has increased their earned income. The center needs to develop a business plan in lieu of a 30-year lease to maximize their earned income potential and to outline strategies to access capital improvement funds.

Kola Thomas made the facility presentation for the Center for African and African American Art and Culture. CAAAC currently has a 20-year lease and would like a gift/purchase option within the next two years. The center feels confident in pursuing ownership within this time period and feels that it is necessary for empowering the community which CAAAC serves. It was pointed out that the center would have to pay property taxes once they own the building, but it should be determined if this can be negotiated. The center feels that owning the building would also benefit their fundraising efforts. Currently, 15-20% of the center's support is from the Art Commission. CAAAC hopes to continue receiving funding for programing, utilities and maintenance, but still needs to determine how much support they would want once they own the facility. CAAAC also needs to develop a capital campaign for renovation, including seismic improvements. It was estimated that the center requires $25,000 per year for maintenance, repair and insurance.

Closing discussion and next steps

It was agreed that the next step is for the centers to provide a line item breakdown of their estimates for maintenance and repairs, capital improvements and programming expenses in relation to their proposals. CAE will provide each of the centers a breakdown of current funds that they receive from the Art Commission. Commissioner Meyer recommended that the information from the bond issue report be updated when referring to capital improvement estimates. Director Winship encouraged the centers to utilize the technical assistance consultants in proceeding with aspects of their proposals, such as the Mission Cultural Center developing a business plan to increase earned income and strategies to access capital improvement funds, and Bayview and CAAAC investigating the legal aspects involved with acquisition through a gift/purchase option. The commissioners affirmed their support of the cultural centers and further assistance with the centers pursuing their proposed facility plans.

Commissioner Nakajo adjourned the meeting at 6:30 p.m.

Minutes submitted for approval by:

Salette Gressett
Community Arts and Education, Program Assistant

Minutes reviewed by:

Joanne Chow Winship
Director of Cultural Affairs

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SAN FRANCISCO ART COMMISSION

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, March 14, 1994 4:30 p.m.
San Francisco Art Commission, 25 Van Ness, Ste. 240

PROGRAMS

Civic Art Collection
Civic Design Review
Community Arts & Education
Cultural Equity Grants
Gallery
OPS Symphony Concerts
Public Art

Street Artists Licenses
Suite 70
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AGENDA

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1. Arts Education Update
   a) Professional Development Workshops
   b) CSSSA Awards Ceremony
   Action item requested to recognize awardees.

Motion to recognize that the San Francisco Art Commission congratulates San Francisco high school students on their acceptance into the California State Summer School for the Arts and salutes them as 1995 California Art Scholars.

   c) Arts Providers Faire
   d) Youth Arts Festival

2. Action item requested on approval of honorarium for computer hardware services to WritersCorps.

Motion to approve honorarium to Joe Pearson from the WritersCorps budget in the amount of $75 for computer hardware services on WritersCorps equipment

3. Cultural Centers Presentations Discussion

4. Program Director Report

5. New/Old Business

City and County of San Francisco

25 Van Ness Ave. Suite 240, San Francisco, CA. 94102 tel. 415.252.2590 fax 415.252.2595

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, March 14, 1995 4:30 p.m.
San Francisco Art Commission, 25 VanNess Ave. Ste. 70

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Minutes

Present: Staff-- Liz Lerma, Salette Gressett, Ann Wettrich; Commissioners Present-- Terri Simon, Willis Kirk; Cultural Center Representatives--Heidi Hardin from Bayview Opera House, Jack Davis from South of Market Cultural Center

Commissioner Kirk called the meeting to order at 4:40 p.m.

1. *Arts Education Update*

Arts Education Officer Ann Wettrich announced the second year of the arts education professional development workshops on March 16 & 22 (hand-out). The principals and three teachers from each participating school will attend the workshops. The commissioners are invited. The schools will also form discussion groups with representatives from the cultural centers on neighborhood/community resources. The past reception at the Gap was to introduce the schools to the project. All elementary schools of the San Francisco Unified School District will partake in this project over a three year period. The schools attend the workshops conducted by the Arts Providers and learn about arts resources and applications in their classes, then submit a grant application to implement an arts education plan for their school in the following year.

The Youth Arts Festival will be May 10 - 14. This annual event showcases artwork from children in San Francisco. CAE provides support for the festival and activities in conjunction with the event include the Arts Providers Faire on May 13, the CSSSA Awards Ceremony and the Event of the Year. WritersCorps is also planning to have a presence at the festival this year.

Motion made by Commissioner Simon to recognize that the San Francisco Art Commission congratulates San Francisco high school students on their acceptance into the California State Summer School for the Arts and salutes them as 1995 California Art Scholars. Motion was seconded by Commissioner Willis and unanimously approved.

2. *Motion requested from WritersCorps Program*

Motion made by Commissioner Simon to approve an honorarium to Joe Pearson from the WritersCorps budget in the amount of $75 for computer hardware services on Writerscorps equipment. Motion was seconded by Commissioner Willis and unanimously approved.

3. *Cultural Centers Presentations Discussion*

CAE Program Director Liz Lerma reviewed the presentations made by the cultural centers at the last special committee meeting (see minutes, Feb. 14, 1995). In the discussion that followed the centers' presentations, the commissioners requested a budgetary breakdown from each center of their operational/maintenance and capital improvement expenses. The centers have been given itemized facility expenses that are paid by CAE to be compiled in this information. These budgets will be presented at the next committe meeting.

Jack Davis distributed a maintenance and building costs breakdown (see handout). He assured the commissioners that the facility planning process facilitator had assisted the centers in addressing their relationship with the Art Commission. Jack affirmed that the relationship with the commission has improved and feels that mutual advocacy can be achieved. Heidi Hardin agreed with Jack and added that the planning process had been advantageous for the Bayview Opera House.

4. Program Director Report

Liz Lerma distributed a summary report (see handout). She noted that the first two issues were brought to her immediate attention as the new program director of Community Arts and Education. In regards to the DPW work and alcove gate at the Mission Cultural Center, she noted that the city's chief architect is contacting the mayor's office to address the plan checker's ADA requirements which is delaying the permits needed to proceed with the work.

The MOU for the Chinatown Community Arts Program had been pending due to additional insurance requirments by the site. The Assistant Director of the Art Commission has found an affordable means to satisfy these requirements and the execution of the MOU should be completed by the next committee meeting.

The commissioners and CAE staff expressed a concern for the current small size of the program committee. There are three openings to be filled on the commission, and the committee would like to be a priority for an additional member as the positions are appointed. The commissioners reaffirmed their commitment to the CAE committee to ensure that a quorum would be avilable for committee meetings.

Jack Davis apprised the committee of the urgency for obtaining the lease for SOMAR, as expressed in the center's facility presentation. The lack of a lease has presented problems for the center in their fundraising efforts due to the requirements of granting organizations. Liz Lerma reported that once the stipulations have been presented and negotiations completed, the real estate department said that the actual processing of the lease could be done within 90 days. It was agreed that SOMAR's lease would be pursued as a priority due to the center's immediate situation.

5. New/Old Business

Commissioner Simon officially welcomed CAE Program Director Liz Lerma on behalf of the Art Commission. Commissioner Kirk inquired about the recording studio at the Bayview Opera House. Heidi Hardin reported that the studio is operational and the center currently has two youth programs in the studio which include writing, producing songs and training on the equipment.

Commissioner Kirk adjourned the meeting at 5:40 p.m.

Minutes submitted for approval by:

Liz Lerma
Community Arts and Education, Program Director

Minutes reviewed by:

Joanne Chow Winship
Director of Cultural Affairs

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SAN FRANCISCO ART COMMISSION

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, April 11, ~~1994~~ 1995 4:30 p.m.
Mission Cultural Center, 2868 Mission St.

AGENDA

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1. Arts Education Update

2. WritersCorps Update

3. Cultural Center Facility Planning Implementation
   1. Budgets requested at Feb. 14 presentation meeting
   2. SOMAR lease update

4. Action item requested for Chinatown Community Arts Program MOU:

Action item to approve an insurance policy for up to $1,500 that would cover any group who uses the Chinese Culture Foundation/Center facility through the San Francisco Art Commission. The policy is to be written on an occurrence basis with a combined single limited liability of not less than one million dollars per occurrence and which would name the Chinese Culture Foundation and Justice Enterprise as additionally insured.

5. Asian American Needs Assessment

6. Program Director Report

7. New/Old Business

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SAN FRANCISCO ART COMMISSION

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, June 13, 1994 4:30 p.m.
Bayview Opera House, 4705 Third St.

AGENDA

1. Arts Education Update

2. WritersCorps Update

   Action items requested on approval of expenditures for WritersCorps

Motion to approve an honorarium in the amount of $300 to Deborah Silverberg for WritersCorps training.

Motion to approve an honorarium in the amount of $200 to Eric Norberg for artwork created for the WritersCorps Anthology

3. Sale/gifting of SOMAR trucks

4. Mission Cultural Center Update

5. Cultural Center Facility Planning Implementation
   a. Discussion of CAAAC's Lease

6. Tour Schedule

7. Program Director Report

8. New/Old Business

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S.F Art Commission

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, June 13, 1995 4:30 p.m.
Bayview Opera House, 4705 Third St.

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Minutes

Present: Staff-- Liz Lerma, Salette Gressett, Janet Heller; Commissioners Present-- Terri Simon, Willis Kirk, Emery Rogers, Steve Nakajo; Cultural Center Representatives--Heidi Harden from Bayview Opera House, Jack Davis from South of Market Cultural Center, Kola Thomas from CAAAC.

Commissioner Nakajo called the meeting to order at 4:45 p.m.

Commissioner Nakajo began the meeting by thanking Heidi Harden of the Opera House for hosting the meeting. Hardin acknowledge the support of CAE in making their programs possible. She also announced that a public hearing will be held to discuss a name change of the Opera House (attached) and noted that the board is opposed to the name change. Commissioner Nakajo pointed out that the group proposing the change by-passed the CAE staff and CAE committee in submitting their request to the full commission, and therefore the committee has not been fully apprised of the situation. Hardin informed the committee that the community ultimately has the final decision. Commissioner Nakajo stated that the CAE committee will need to be fully informed of the situation before discussion on the matter can take place. It was recommended that this issue be addressed at the committee's next meeting.

1. Arts Education Update

CAE Program Director Liz Lerma announced that the printing of the second edition of Inside/Out will be completed by the end of the month and distribution of the guide will begin at the start of the school year. The guide is also now available on-line through KQED. Commissioner Kirk suggested that City College may be another possibility for making the guide accessible through the new resource center which is due to open in November and will provide a comprehensive network with the San Francisco library.

Three grants totaling $30,500 have been awarded for the Professional Development Project in 95-96. With the addition of these grants, 60% of the funds for the project have been raised to date. This next year will include the participation of the remaining 25 schools in the school district.

A meeting was held with Superintendent Rojas to discuss housing the arts education clearinghouse at 135 Van Ness which will be remodeled for the new locale of the School of the Arts. A letter of support from the committee will be needed by July 17 for an application to the NEA to request funding to support this venture. Commissioner Nakajo recommended that this issue be included on next month's agenda. He also commended Ann Wettrich, Arts Education Officer for her vision and strategic planning for moving forward on this opportunity. Lerma extended an invitation to the commissioners to serve on the steering committee of the clearinghouse. The commissioners requested that the times and dates of meetings and the time commitment for this position be provided to them to make a decision.

2. *WritersCorps Update*
WritersCorps Coordinator Janet Heller reported that the program's budget for next year has not been confirmed, but she expects to be notified of a decision by July 1. The San Francisco Volunteer Center handles other AmeriCorps programs and may be a possibility as a fiscal agent for WritersCorps. The fiscal agent's fee is 10%, which will be $20,000-30,000 depending upon the amount approved for the WritersCorps budget. A graduation ceremony will be held for the Corps on June 30, and the anthology from this year is due for release July 15. The new Corps members for next year will be announced July 28. The WritersCorps site will be moving from Youth for Service after this month. SOMAR is a possibility for a new site.

Heller reported that one of the difficulties this year has been to incorporate appropriate sites in the program, and she plans to engage cluster site groups next year to address this. Heller hopes to obtain a fiscal agent for next year to alleviate the financial administration difficulties of the program.

Heller stated that two Corps members have been hired by sites that have participated in the program and that other members have developed an interest in teaching as a result of their participation in the Corps. Commissioner Nakajo suggested that the program consider reaching seniors in addition to youth.

Motion made by Commissioner Kirk to approve an honorarium in the amount of $300 to Deborah Silverberg for WritersCorps training. Motion was seconded by Commissioner Simon and unanimously approved.

Motion made by Commissioner Kirk to approve an honorarium in the amount of $200 to Eric Norberg for artwork created for the WritersCorps anthology. Motion was seconded by Commissioner Simon and unanimously approved.

3. *Sale/giftng of SOMAR trucks*
SOMAR uses two city-owned vehicles which are serviced by central shops. The maintenance expenses have exceeded the amount allocated for this fiscal year, and would have been considerably less if maintenance were done by an outside vendor. Liz Lerma pointed out that when the trucks are sent to central shops for inspections, additional maintenance work is done and automatically charged against the Art Commission's work order. Lerma proposed that the Art Commission offer to gift the trucks to SOMAR so that the Commission would not be obligated to use central shops and thereby avoid high maintenance costs and would be relieved of responsibility of the trucks. The process to allow giftng the trucks involves presenting the matter to the Board of Supervisors via the Mayor's Office. A case would need to be made that gifting the trucks to SOMAR would be a savings to the city. Commissioner Kirk recommended that a motion to gift the trucks be included on the next meeting's agenda. Commissioner Nakajo requested that this presentation be prepared for the Board of Supervisors.

4. *Mission Cultural Center Update*
As a result of the Board of Directors firing the center's director and support staff person, the situation at the center has been very unstable and changing on a daily basis. The latest action taken was a letter submitted by Joanne Chow Winship notifying the board that the Art Commission was concerned about public safety and accessibility to the center. The letter also urged an expediate resolution of the situation and affirmed the Commission's support of the center. Lerma stated that she apprised the police of the current situation in the event of unrest, at the advisement of the city attorney. Lerma explained that the current community upheaval resulted from the manner in which the staff was fired and due to the temporary closure of the center. The center's director was fired due to the Board of Directors' difficulties with the executive director which were (in the board's words): refusal to provide financial information to the board; refusal to submit to evaluation by the board; artistic direction, or lack thereof; community support; the need to act quickly. The board is holding a meeting tonight to affirm agreement with the community that new community members will be added to the current board.

5. Cultural Center Facility Planning Implementation
This item was tabled until next month's meeting due to the over-riding situation at Mission Cultural Center. Kola Thomas distributed proposed amendments to CAAAC's MOU on items #8 and #9, as recommended by CAAAC's board (attached).

6. *Tour Schedule*
The tour of the cultural centers is scheduled for the morning of June 26. Staff will contact the commissioners with further information in light of the UN celebrations also scheduled for that day.

7. *Program Director Report*
Program Director Lerma had no further items to report.

8. *New/Old Business*
Heidi Harden announced the celebration to honor the Third Street Mural Project artists (attached).

Commissioner Nakajo adjourned the meeting at 6:00 p.m.

Minutes submitted for approval by:

Liz Lerma
Community Arts and Education, Program Director

Minutes reviewed by:

Joanne Chow Winship
Director of Cultural Affairs

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1995

SAN FRANCISCO ART COMMISSION

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, July 11, 1995 4:30 p.m.
Bayview Opera House, 4705 Third St.

AGENDA

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1. Arts Education Update
   a) NEA Proposal for clearinghouse project

2. WritersCorps Update

Action items requested on approval of expenditures for WritersCorps:

Motion to approve an honorarium up to $850 to Peter Chang for graphic design for the cover of the WritersCorps anthology.

Motion to approve an honorarium of $1,200 to Judith Tannenbaum for training.

3. Mission Cultural Center Update

4. Cultural Center Facility Planning Implementation
   a. Discussion of CAAAC's Lease

5. Cultural Centers' Tour

6. Asian American Needs Assessment Discussion

7. Program Director Report

8. New/Old Business

City and County of San Francisco

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ACCESSIBILITY INFORMATION

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7/11/95

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, July 11, 1995 4:30 p.m.
San Francisco Art Commission, 25 Van Ness Ave.

DEPOSITORY ITEM
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Minutes

Present: Staff-- Liz Lerma, Salette Gressett, Janet Heller, Ann Wettrich, Lenore Hoover; Commissioners Present-- Terri Simon, Emery Rogers, Steve Nakajo; Cultural Center Representatives--Jennifer Ross and Rochelle Frazier from Bayview Opera House, Kola Thomas and Deborah Craig from CAAAC.

Commissioner Nakajo called the meeting to order at 4:45 p.m.

Commissioner Nakajo began by welcoming Jennifer Ross as the new Executive Director of Bayview Opera House, and Lenore Hoover as the new Arts Education intern.

1. *Arts Education Update*

Ann Wettrich, Arts Education Officer, reported on the three Arts Education Collaborative projects. The Professional Development project is in its second year and the review has been completed of 24 grant applications from the current year's participating schools (list distributed). Commissioner Nakajo agreed that two alternate commissioners will be appointed to fulfill the vacant seat on the project's steering committee.

The updated edition of Inside/Out, the directory of arts education resources, is now available (distributed). The guide is in high demand and distribution arrangements have begun. The guide will be available free of charge to organizations working with children. San Francisco libraries and schools will have copies for public use and the guide is accessible on the internet. Inside/Out is also being developed for use on disk. The on-line access code is:

http://www.kqed.org/fromKQED/Cell/arted/intro.html

Ann met with the Funders' Collaborative to discuss the opportunity for the clearinghouse to be located at 135 Van Ness, the current school district administrative offices, which will be renovated with new construction to house the School of the Arts with a proposed center for arts education. The funders decided against submitting a proposal to the NEA to fund the project based on their reservations regarding the school district's intent for the renovated/new building and the use of these funds. Ann assured the committee that the Art Commission is in a leadership position in pursuing this project, but pointed out that the school district's planning for this new venture has lacked community input and communication. The funders' main concern is that the venture is being driven by a new building rather than programming.

Ann also reported on the Literary Arts Grant program. The deadline for applications for this year was June 30. Nine applications were received from the fourteen eligible organizations who were grantees from last year.

2. *WritersCorps Update*

Motion made by Commissioner Simon to approve an honorarium up to$850 to Peter Chang for graphic design of the cover of the Writerscorps anthology. Motion was seconded by Commissioner Rogers and unanimously approved.

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Motion made by Commissioner Simon to approve an honorarium in the amount of $1,200 to Judith Tannenbaum Writerscorps training. Motion was seconded by Commissioner Rogers and unanimously approved.

Janet Heller, WritersCorps Coordinator, reported that the program has been approved for the second year, with an additional $50,000 from AmeriCorps. However, the AmeriCorps program and NEA remain in jeopardy of cuts from Congress. Commissioner Nakajo affirmed the committee's support of the WritersCorps program and requested that information be reported on possible AmeriCorps and NEA cuts when available.

3. *Mission Cultural Center Update*
Liz Lerma, CAE Program Director, reported that three board members from Mission Cultural Center have resigned and five new board members have been added. The center's board meetings have become more productive and are being held open to the public. Programming at the center is in place and the recent article in the Mission News reflected the organization's progression. The organization's finances are under investigation and funds cannot be accessed by staff during this time. A temporary program coordinator is directing operations and the chair of the executive committee from the board is directing financial operations.

4. **Cultural Center Facility Planning Implementation**
Lerma reported on the discussion of CAAAC's lease at the last Cultural Center Directors' meeting. The interpretation of several sections of the lease have come into question (Program Director's report distributed, item #7). The city attorney's office has clarified that the city's obligation to renovate the center is subject to appropriation of city funds. The city is discharged of this obligation if funds are not appropriated. The center is responsible for utilities and maintenance after the first three years of the lease. According to the lease, the city attorney also clarified that the city's renovation obligation is independent of the center's responsibility for utilities and maintenance after three years. Kola said that these responsibilities of the center were meant to be contingent upon completion of renovation. At the time of negotiations, it was projected that renovations would be completed within the three year time frame given for when the center was to assume responsibility for utilities and maintenance. Deborah Craig, CAAAC board president, asked if the center has the same option as the city in being discharged of its obligation regarding utilities and maintenance. Commissioner Nakajo requested that this option be investigated, and emphasized the immediacy of resolving this issue to avoid lack of compliance. Lerma verified that the city attorney has affirmed that the lease can be amended. The committee members agreed that they supported a resolution to this issue in the best interest of the center. Commissioner Nakajo suggested that each committee member focus on one of the centers to address their renovation and maintenance needs. Commissioner Rogers added that an update of the status of the centers should be on the full commission's agenda.

5. *Cultural Centers' Tour*
It was agreed that a September date to reschedule the tour should be proposed at the next full commission meeting.

6. *Asian American Needs Assessment Discussion*
The committee agreed to hold further discussion on this item at the next meeting.

7. Program Director Report

Lerma reported that the community meeting held to discuss the proposed name change of the Bayview Opera House resulted in changing the name of the center's theater to the Ruth Williams Memorial Theater. She will be investigating the procedures to legally change the name and placement of signage, in consideration that the center is a historical building.

Commissioner Nakajo adjourned the meeting at 6:00 p.m.

Minutes submitted for approval by:

Liz Lerma
Community Arts and Education, Program Director

Minutes reviewed by:

Richard Newirth
Director of Cultural Affairs

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8/8/95

SAN FRANCISCO ART COMMISSION

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, August 8, 1995 4:30 p.m.
SOMAR, 934 Brannan (@ 8th)

AGENDA

1. CAE 1995-96 Budget

Action items requested on approval of expenditures for FY 95-96

Motion to approve 1995-96 Literary Art Grants from Youth Arts Fund:

Agora TV	$600
Brava! For Women in the Arts	$5,400
California Poets in the Schools	$5,400
Chinese Progessive Association	$3,400
Community Works West	$3,800
Eco Rap	$3,800
Real Alternatives Program	$3,800
Theatre Adelante	$3,600
Vietnamese Youth Development Center	$3,800
Wajumbe Cultural Institution	$3,800
TOTAL=	**$37,400**

Motion to approve 1995-96 Cultural Center Special Project Grants from Youth Arts Fund:

SOMAR		$9,500
Bayview Opera House		$11,000
Carver Mural Project	$4,000	
Our Part of Town	$3,000	
Zaccho Collaborative	$4,000	
CAAAC		$8,000
Mission Cultural Center		$9,500
TOTAL=		**$38,000**

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Motion to approve 1995-96 Community Festival Grants from Public Art Fund:

Gospel Fest	$3,250
16th St. Fest	$3,250
6th St. Fest	$3,250
Barrio Fest	$3,250
Tenderloin St. Theater Fest	$3,250
S.F. Fair	$5,000
Arts Providers Fair	$800
TOTAL=	**$22,050**

Motion to approve 1995-96 Programs in the Communities from Grants for the Arts Fund:

Chinatown Community Arts Program	$56,000
SPEAK	$8,500
Central City Hospitality House	$17,374
Potrero Hill Neighborhood House	$12,404
Richmond District Neighborhood Center	$16,574
Sheriff's Re-Entry Program	$23,074
TODCO	$16,074
TOTAL	**$150,000**

Motion to approve $6,000 Grant to the Youth Arts Festival from Youth Arts Fund.

Motion to approve $3,000 Grant to California State Summer School for the Arts from Youth Arts Fund.

Motion to approve $10,000 Grant to the Professional Development Project from Youth Arts Fund.

Motion to approve $10,700 to Arts Education Officer Salary from Youth Arts Fund.

2. Chinatown Community Arts Program Report

3. Literary Arts Update

4. Programs In the Community Discussion

5. WritersCorps Update

6. Cultural Center Facility Planning Implementation
   a) CAAAC's lease amendment discussion
   b) Commissioner/Cultural Center Partnership Discussion
   c) Discussion of spending plan for $246,600 for cultural centers facility maintenance and repairs: Mission Cultural Center, Bayview Opera House, South of Market Cultural Center, Center for African and African American Art and Culture

7. Cultural Centers' Tours

8. Program Director Report

9. New/Old Business.

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#2
8/8/95

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, August 8, 1995 4:30 p.m.
South of Market Cultural Center, 934 Brannan St.

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Minutes

Present: Staff-- Liz Lerma, Salette Gressett, Janet Heller, Ann Wettrich, Richard Newirth; Commissioners Present-- Terri Simon, Emery Rogers,Willis Kirk; Cultural Center Representatives-- Jennifer Ross from Bayview Opera House, Jack Davis from SOMAR, Kola Thomas and Deborah Craig from CAAAC.

Commissioner Kirk called the meeting to order at 4:45 p.m.

1. CAE 1995-96 Budget
Program Director Liz Lerma reviewed each item of the CAE budget and pointed out that additional items will be proposed as allocations are confirmed, i.e. California Arts Council grant and Capital Improvement Advisory Committee funds (CAE proposed budget summary distributed).

Motion made by Commissioner Simon to approve the 1995-96 Literary Art Grants. Motion was seconded by Commissioner Rogers.

Motion made by Commissioner Rogers to approve the 1995-96 Cultural Center Special Project Grants. Motion seconded by Commissioner Simon.

Motion made by Commissioner Rogers to approve the 1995-96 Festival Grants. Motion seconded by Commissioner Simon.

Motion made by Commissioner Rogers to approve the 1995-96 Program In the Community Grants. Motion seconded by Commissioner Simon.

Salette noted that the Sheriff's Re-entry Program currently has an exhibit at Yerba Buena Center for the Arts.

Motion made by Commissioner Rogers to approve the 1995-96 Youth Arts Festival Grant for $6,000. Motion seconded by Commissioner Simon.

Motion made by Commissioner Simon to approve the 1995-96 California State Summer School for the Art Grant in the amount of $3,000. Motion seconded by Commissioner Rogers.

Ann noted that this grant provides scholarships to the high school student arts scholars from San Francisco who cannot afford the summer school's admission fee.

Motion made by Commissioner Simon to approve the 1995-96 Grant of $10,000 to the San Francisco Foundation for the Professional Development Project. Motion seconded by Commissioner Rogers.

Motion made by Commissioner Simon to approve $10,700 for the Arts Education Officer salary from the Youth Arts Fund. Motion seconded by Commissioner Rogers.

2. *Chinatown Community Arts Program Report*
Julie Cheung, Chinatown Community Art Program Director was absent. Item was tabled until next meeting.

3. *Literary Arts Update*
Ann Wettrich, Arts Education Officer, distributed a summary report of the three-year Literary Arts Community Pilot Grants Program with recommendations for continuation grants for 1995-96 (summary report distributed). A correction was noted to the amount indicated as $37,600 for continuation grants, which should be changed to $37,400. She explained that CAE is using this year to evlauate the program and research additional funds since the three-year NEA grant has ended. The continuation grants for 1995-96 are for 10 successful projects at 60% of their 1994-95 award, using funds that were previously used as the NEA match.

4. *Programs In the Community (PIC) Discussion*
Salette Gressett, CAE Program Assistant, gave an update on the program and discussed CAE's plans for this year (report, PIC listing and timeline distributed). Evaluation of these programs over the last year has included site visits, final reports and individual technical assistance. CAE is proposing changes to the PIC program to adhere to the guidelines of Grants for the Arts, to become better responsive to the changing needs of the city's underserved communities, and in consideration of the CAE programs that have evolved since the inception of the PIC's in 1985. The program offers one of the few, if not the only opportunity for non-arts organizations to receive funding for their art programs, and the existing closed funding process excludes other eligible programs. CAE staff is proposing that the program open up the application process to better address changing community needs and to encourage quality programs through a competitive peer panel review process. CAE has collected names of eligible organizations for the program and is continuing outreach to identify others and to assess the current community needs of the city . The committee agreed that changes are in the best interest of the PIC program.

5. *WritersCorps Update*
Janet Heller, WritersCorps Coordinator, reported that funding for the program is still in question until Congress meets to determine the funding for AmeriCorps. In the meantime, 103 applications were received for the second year, and 5 full-time, 20 part-time members were selected. Of the selected members, 40% are people of color, 28% are returning corps members, and the age range is 19 - 61. The anthology of work from the first year will be available in September. Associated Writing Program is no longer able to serve as the fiscal agent for the program, and Heller is searching for a local fiscal agent. AmeriCorps has approved a $100,000 budget increase for the second year and requested that more detailed evaluation be provided. Heller projects that the Senate will reduce the AmeriCorps budget to compromise with the House's desire to eliminate funding of the program.

6. *Cultural Center Facility Planning Implementation*
a) An amendment needs to be approved by the committee regarding the stipulation involving maintenance funds in CAAAC's lease. The amendment is needed as soon as possible for use as a model for the other centers, and will also need approval by the full commission, Real Estate Department, the city attorney, the Board of Supervisors and the Mayor.

Lerma clarified that the contractual expenses, such as light/heat/power, are the maintenance expenses referred to in the amendment. Deborah Craig asked if the committee approves of the amendment proposed by CAAAC. Commissioner Simon responded that she agrees that an amendment is needed, but is not clear that CAAAC's proposal is the one to approve. When asked if she supported CAAAC's proposed amendement, Lerma responded that she is not at liberty to say until the city attorney reviews the amendment and gives her approval. Kola Thomas explained that the center is agreeable to claiming responsibility of these expenses after the city has addressed all of the code violations at the facility. Lerma confirmed the Art Commission's and her support of the center, and pointed out that the commission does not have the autonomous authority to allocate money on behalf of the city. Therefore, the commission is not in a position to commit its support of CAAAC's proposed amendment at the time of this meeting. Richard Newirth noted that the commission has already approved an allocation for maintenance expenses for this year. Commissioner Simon pointed out that a resolution is needed to address these needs in the future. Newirth added that if the Art Commission could have legislation for a line item for the cultural centers, then the centers would be in a position to leverage more stable funding. He recognized that Maria Martinez' efforts have taken a step in the right direction and stated his support of further work to achieve this goal. The full commission has been apprised of the current situation and is prepared for a requested motion to address this issue. The commissioners reaffirmed their support of the centers and for an amendment to CAAAC's lease that would be satisfy both the center and commission.

b) Commissioner Kirk suggested that each commissioner submit their request for their center partner to Commissioner Nakajo to be able to individually address cultural center issues. The representative from the centers supported the partnership.

c) Discussion of the centers' facility maintenance and repairs budget was tabled since confirmation of the funds by the Capital Improvements Advisory Committee has not yet been received.

7. Cultural Centers' Tours

A tour of the centers with Bill Lee will be in September, and a tour with the Board of Supervisors will be either Sept. 22 or Sept. 29. Dates will be confirmed in the next week.

8. Program Director Report

(Program Director's report distributed.) Lerma reported on the Asian American Arts Community Needs Assessment. A community meeting was held on July 24 to further discuss this assessment, and a task force was formed to report back to the entire group. On July 26, Kearny Street Workshop proposed to be the central site for the Asian American Community Arts Consortium and outlined what they felt to be the responsibilities of the Art Commission. Nancy Hom, Executive Director of the Kearny Street Workshop, would like to have further discussion with the Art Commission on these proposals.

Lerma and Wettrich met with the Arts Education Funders Collabortive to define the projects for this fiscal year. Lerma clarified that Commissioner Kirk and Commissioner Rogers (alternate) will serve as the representative from the commission at these meetings. The next meeting is Sept. 13 and Commissioner Rogers agreed to attend in Commissioner Kirk's absence.

9. New/Old Business
Jack Davis, Director of SOMAR, displayed the blueprints for the proposed neon sign for the center.

Jennifer Ross, Director of Bayview Opera House, announced that the rendering of the new sign at the center will be unveiled at a ceremony on September 9, following approval from the Landmarks Commission.

Commissioner Kirk adjourned the meeting at 7:00 p.m.

Minutes submitted for approval by:

Liz Lerma
Community Arts and Education, Program Director

Minutes reviewed by:

Richard Newirth
Director of Cultural Affairs

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SAN FRANCISCO ART COMMISSION

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Community Arts & Education
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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, September 12, 1995 4:30 p.m.
San Francisco Art Commission, 25 Van Ness, Ste. 70

AGENDA

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1. CAE 1995-96 Budget

Action items requested on approval of expenditures for FY 95-96

Motion to authorize Community Arts and Education to receive and expend $27,000 from the California Arts Council and $157,500 from Grants for the Arts.

2. Action requested for the addition of a neon sign at South of Market Cultural Center

Motion to approve the installation of a neon sign for the South of Market Cultural Center

3. WritersCorps Update

4. Chinatown Community Arts Program Report

5. Arts Education Update

6. Programs In the Community Update

7. Cultural Center Facility Planning Implementation
   a) Discussion of spending plan for $246,600 for cultural centers facility maintenance and repairs

8. Cultural Centers' Tour for Board of Supervisors and Commissioners on Sept. 22

City and County of San Francisco

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9. Program Director Report

10. New/Old Business

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9/12/95

SF "Art Commission

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, Sept. 12, 1995 4:30 p.m.
San Francisco Art Commission, Ste. 70

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Minutes

Present: Staff-- Liz Lerma, Salette Gressett, Janet Heller, Ann Wettrich, Richard Newirth, Julie Cheung; Commissioners Present-- Terri Simon, Emery Rogers, Steve Nakajo.

Commissioner Nakajo called the meeting to order at 4:35 p.m.

1. *CAE 1995-96 Budget*
Program Director Liz Lerma requested authorization for 1995-96 budget items.

Motion made by Commissioner Simon to authorize Community Arts and Education to receive and expend $27,000 from the California Arts Council and $157,500 from Grants for the Arts. Motion was seconded by Commissioner Rogers.

2. *SOMAR's Neon Sign*
Liz requested approval for the addition of a neon sign for South of Market Cultural Center.

Motion made by Commissioner Simon to approve the installation of a neon sign for the South of Market Cultural Center. Motion was seconded by Commissioner Rogers.

3. **WritersCorps Update**
Janet Heller, WritersCorps Coordinator, reported that the NEA has secured funding from AmeriCorps for 1995-96, and she is currently planning training for the Corps members whose service begins on October 30. There are 20 part-time and 5 full-time members this year, including seven returning members from last year. Janet will provide bios on the Corps and their sites at the next meeting. There will be a reception held after the next full commission meeting on October 2 to introduce the commission to the new Corps members. It was suggested that tours of the sites for the commissioners be done in the Spring. Invitations will be sent for the final reading from the first year's Corps, scheduled for Oct. 1.

Janet explained that the first year of the program clarified the need to focus more on local writers due to housing problems with those from out of town, and to secure strong sites to establish good matches with the Corps members. She is currently developing criteria for interested sites to benefit the selection process, and added that the program started off behind schedule last year which did not allow for ample planning time. The committee agreed that the readings have a strong impact with public relations potential. Rich noted that exploring possible media avenues, such as the CityWatch station, with the video of the graduation ceremony event may be one avenue to increase visibility and outreach.

4. *Chinatown Community Arts Program Report*
Julie Cheung, Chinatown Community Art Program Director, gave a report on the Chinatown Community Arts Program (CCAP). She began by thanking the commissioners and the Director of Cultural Affairs for their support, followed by a history of the program. Rich noted that CCAP was a leader in initiating collaborative efforts among the cultural centers. Currently, CCAP provides year-long arts programs in visual and performing arts, and festivals. The program serves

the Chinese and Asian-American communities and collaborates with other organizations in these communities. Julie outlined the activities scheduled for this year. Liz added that CCAP will be receiving a computer, printer and fax machine, and that the program's budget is increased this year. This will allow Julie to receive technical assistance for fundraising efforts and a part-time paid intern. Liz clarified that the program shares a facility with the Chinese Culture Foundation. The commissioners voiced a concern about the amount of community requests that Julie receives and maintaining a balance between projects with the Chinese Americans and other Asian American communities. It was suggested that the program broaden its support among the Board of Supervisors.

5. Arts Education Update
Ann Wettrich, Arts Education Officer, reported that the distribution of the *Inside/Out* book has been nearly completed. She has received thank you letters and requests from other cities interested in using the project as a model.

The Professional Development Project is working with 27 schools this year to do workshops and award grants. Ann stated that $110,000 of the $180,000 from this year's budget has been secured, and that proposals are being sent out this week to obtain the balance needed. Ann commented on the working relationship with the Arts Education Funders' Collaborative and said that they have been discussing the roles of the collaborative parties. There was some clarification needed regarding the Art Commission as both a funder and facilitator of the projects, but a consensus was reached and a letter of agreement will be signed by all parties. It was determined that the projects be referred to as "projects led by the Arts Education Funders' Collaborative".

Additionally, Ann noted that a recruitment poster will be created for this year's literary arts program and WritersCorps projects.

6. Programs In the Community (PIC) Update
Salette Gressett, CAE Program Assistant, reported that the increase in funding from Grants for the Arts for the PIC's will be used to provide a training program in the Spring. The training program will help to address the PIC's needs, i.e. fundraising in the social service sector, and will provide information for artists interested in working in these types of settings, including placement. Opening the application process for the PIC program will then be postponed until the following year, 1997-98, instead of next year as originally discussed at the last committee meeting.

7. Cultural Center Facility Planning Implementation
Liz reported that she is in the process of providing the centers' maintenance costs information to the Mayor's Office for this year's maintenance funding. She mentioned that two-thirds of the lighting retrofit job at the Mission Cultural Center is being paid by Hetch Hetchy. The commissioners agreed that code violations and safety issues need to be addressed as priority for the allocation of maintenance funding, and that there needs to be a portion set aside for an emergency fund. It was pointed out that the funding amount received is secured for this year only.

8. Cultural Centers' Tour
The tour of the cultural centers with the Board of Supervisors and Art Commissioners will be Friday, September 22.

9. Program Director Report
Liz attended a task force meeting on the Asian American Arts Needs Assessment. She has ascertained that a physical facility does not seem to be the immediate focus of the group, but that an organized community structure is of more importance. Commissioner Freebairn-Smith sent a memo to the Redevelopment Agency regarding the Turk/Fillmore building. The agency is currently studying the building for possible renovation and re-usage (attached to Program Director's report).

Commissioner Nakajo adjourned the meeting at 6:30 p.m.

Minutes submitted for approval by:

Liz Lerma
Community Arts and Education, Program Director

Minutes reviewed by:

Richard Newirth
Director of Cultural Affairs

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SAN FRANCISCO ART COMMISSION

PROGRAMS

Civic Art Collection
Civic Design Review
Community Arts & Education
Cultural Equity Grants
Gallery
POPS Symphony Concerts
Public Art

Street Artists Licenses
Suite 70
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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING
Tuesday, October 10, 1995 4:30 p.m.
Chinatown Community Arts Program, 750 Kearny St. 3rd Floor

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AGENDA

1. CAE 1995-96 Budget

Action items requested on approval of expenditures for FY 95-96.

Motion to approve the expenditure of a Programs in the Community grant of $8,500 to Sunset Parkside Education and Action Committee (SPEAK) from Grants For the Arts funds.

Motion to approve $5,000 maintenance grants to SOMAR, Bayview Opera House, Center for African and African American Art and Culture and Mission Cultural Center from Capital Improvements Advisory Committee funds.

2. WritersCorps Update

Motion to approve the following procedure for the administration of the WritersCorps Program by the San Francisco Art Commission, per the requirements of the National Endowment for the Arts (NEA):

The Site Coordinator will be employed by the Bronx Council on the Arts. The Site Coordinator's office will be located at the San Francisco Art Commission. The Site Coordinator will be supervised by the Director of Cultural Affairs through the Community Arts and Education Program Director.

The Corporation for National Service (CNS), through Pacific Services Center (PSC), located in San Francisco, will receive $262,858 from the NEA. PSC will administer the San Francisco WritersCorps payroll, including health care and uniform expenses. PSC will regrant non-payroll expenses totaling $60,732 to the California Assembly of Local Arts Agencies (CALAA).

CALAA will receive $60,732 to administer non-payroll expenses, which include: training, travel, support staff and on-site expenses. CALAA will regrant $14,565 to the San Francisco Art Commission for selected on-site expenses.

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San Francisco Art Commission will receive $14,565 from CALAA for on-site expenses including: Phone, Printing, Copying, Postage, Mailing and Administration.

3. Arts Education Update

4. Program Director Report

5. New/Old Business

ACCESSIBILITY INFORMATION

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SF
A70.305
#2
10/10/95

SF Art Commission

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, Oct. 10, 1995 4:30 p.m.
Chinatown Community Arts Program, 750 Kearny St.

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Minutes

Present: Staff-- Liz Lerma, Salette Gressett, Janet Heller, Ann Wettrich, Julie Cheung; Commissioners Present-- Steve Nakajo, Terri Simon, Emery Rogers, Willis Kirk, Emily Keeler; Guests: John Seto, Chinese Culture Foundation.

Commissioner Nakajo called the meeting to order at 4:40 p.m.

1. *CAE 1995-96 Budget*

Community Arts and Education Program Director Liz Lerma requested authorization for two 1995-96 budget items. The first item was withheld from previous budget approval pending a revised proposal from the applicant (SPEAK). The initial proposal was for in-school art classes which CAE cannot fund. The application was changed at the request of CAE to offer after-school art classes. SPEAK met the deadline of September 30 to make the arrangements for this adjustment.

Motion made by Commissioner Simon to approve the expenditure of a Programs In the Community grant of $8,500 to Sunset Parkside Education and Action Committee (SPEAK) from Grants For the Arts funds. Motion was seconded by Commissioner Kirk.

The second budget item is for the annual general maintenance grants that are allocated for the cultural centers. Lerma assured the committee that a system of accountability for these expenditures would be in place.

Motion made by Commissioner Simon to approve $5,000 maintenance grants to SOMAR, Bayview Opera House, Center for African and African American Art and Culture and Mission Cultural Center from Capital Improvements Advisory Committee funds. Motion was seconded by Commissioner Kirk.

2. *WritersCorps Update*

Liz explained the Writerscorps program structure for 1995-96, noting the variations from the agenda (Program Director's report distributed). Janet explained that the complex structure of coordination between the Corporation for National Service, NEA, Bronx Council on the Arts, Pacific /Services Center, Art Commission and CALAA had to be arranged due to the contract with Associated Writers Program not being renewed from last year as the fiscal agent for the project. The match of $34,650 by the Art Commission that is requested by the NEA will be for direct expenses for the Corps members. Janet explained that all three sites, the San Francisco Art Commission, Washington D.C. and the Bronx all receive the same amount for the project and have the same match request (WritersCorps budget distributed).

Motion made by Commissioner Kirk to approve the procedure for the administration of the WritersCorps Program by the San Francisco Art Commission, per the requirements of the National Endowment for the Arts, with the noted amendments:

The NEA will administer $305,558. The NEA will administer the San Francisco WritersCorps payroll, including health care and uniform expenses. The NEA will regrant $42,700 to The Bronx Council on the Arts for salary and benefits for the San Francisco Site Coordinator ($35,000 salary, $7,700 benefits).

The Site Coordinator will be employed by The Bronx Council on the Arts. The Site Coordinator's office will be located at the San Francisco Art Commission (SFAC). The Site Coordinator will be supervised by the SFAC Director of Cultural Affairs through the Community Arts and Education Program Director.

The NEA will regrant non-payroll expenses totaling up to $61,532 to the California Assembly of Local Arts Agencies (CALAA). CALAA will receive up to $61,532 to administer non-payroll expenses, which include: training, travel, support staff and on-site expenses. CALAA will regrant up to $15,365 to the San Francisco Art Commission for selected on-site expenses.

San Francisco Art Commission will receive up to $15,365 from CALAA for on-site expenses including: Phone, Printing, Copying, Postage, Mailing and Administration.

Motion was seconded by Commissioner Rogers.

The committee made a recommendation to the Executive Committee to approve the requested match of $34,650 for the WritersCorps Program.

Janet reported on the new WritersCorps members (bios and site list distributed). There are five returning members from last year and the Full Commission will have an opportunity to meet the new members at a reception after the next Full Commission meeting. Commissioner Rogers commented on the excellence of Flavors of the City, the WritersCorps anthology.

3. *Arts Education Update*
Ann Wettrich, Arts Education Officer, reported that an MOU with the Funders Collaborative has been signed. The agreement includes the stipulation that $32,500 will be contributed towards Ann's work on the collaborative's projects and will enable Ann to have an intern to provide administrative support. There remains $75,000 to be raised for the Professional Development Project, and there is $85,000 pending in possible contributions, including $40,000 from the SFUSD. 1996-97 will be the last year of the project and all school will be served by that time. The Funders' Collaborative has tentatively committed to continue the update of Inside/Out every 2-3 years due to the popularity of the book.

4. *Program Director Report*
Liz Lerma reported on the Asian American task force and feels that the group is moving methodically and making progress. A representative from the task force will make a presentation when more definitive plans have been solidified. John Seto commented on the lack of cohesion among the Asian American communities in San Francisco which comprise 30 - 40% of the city's population. He foresees that the task force will be a long process.

In regard to the cultural centers' 1995-96 maintenance funds, Liz has asked the centers' directors to submit priority lists of their maintenance needs. The allocation of funds will be based upon the needs of each center and may not necessarily be equal in dollar amount.

Liz followed up on the Turk/Fillmore building and reported that Cliff Graves at the Redevelopment Agency is open to suggestions for plans to utilize the building. It was suggested that an ad-hoc committee be formed to investigate this building potential and to give recommendations to the executive committee after being presented to the CAE committee. It was recommended that the ad-hoc committee consist of Commissioners Nakajo, Kirk, Keeler and Freebairn-Smith. The ad-hoc committee will notify CAE of their meetings so that an announcement can be posted.

5. *New/old Business*
Janet distributed the new WritersCorps newsletter.

The Chinatown Community Arts Program will host an opening on October 21 for a painting and calligraphy exhibition.

Commissioner Nakajo adjourned the meeting at 6:30 p.m.

Minutes submitted for approval by:

Liz Lerma
Community Arts and Education, Program Director

Minutes reviewed by:

Richard Newirth
Director of Cultural Affairs

SAN FRANCISCO ART COMMISSION

SF
A70.305
#1
11/14/95

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, November 14, 1995 4:30 p.m.
San Francisco Art Commission, 25 Van Ness, Ste. 70

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Community Arts & Education
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Gallery
POPS Symphony Concerts
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AGENDA

1. CAE 1995-96 Budget

Action items requested on approval of expenditures for FY 95-96.

Motion to approve the expenditure of a grant to Golden Gate University in the amount of $1,440 from funds received from San Francisco Foundation for the stipend for arts education intern.

Motion to approve the expenditure of a grant to ArtHouse in the amount of $25,000, $12,000 from the California Arts Council and $13,000 to be requested from the Public Art Fund.

2. Arts Education Update

3. WritersCorps Update

4. ArtHouse Report by Victoria Taplin

5. Program Director Report

6. New/Old Business

City and County of San Francisco

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12/12/95

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, December 12, 1995 4:30 p.m.
San Francisco Art Commission, 25 Van Ness, Ste. 70

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AGENDA

1. Action items requested for approval of expenditures for FY95-96.

Motion to approve the expenditure of a grant to Golden Gate University of up to $4,680.00 from funds received from the San Francisco Foundation for the stipend for arts education intern.

Motion to approve the expenditure of up to $26,600 from the Capital Improvements fund for maintenance grants to the cultural centers: Mission Cultural Center, Center for African and African American Art and Culture, Bayview Opera House, and SOMAR.

Motion to approve the expenditure of $200.00 to Peter Chang for graphic design services for WritersCorps.

2. WritersCorps Update

3. CAE Local Conference Discussion

4. Program Director Report

5. Arts Education Update

6. New/Old Business

City and County of San Francisco

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#2
12/12/95

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, Dec. 12, 1995 4:30 p.m.
San Francisco Art Commission, 25 Van Ness, Ste. 70

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Minutes

Present: Staff-- Liz Lerma, Salette Gressett, Ann Wettrich, Julie Cheung, Richard Newirth, Nancy Gonchar, Janet Heller, Cynthia Cahill; Commissioners Present-- Steve Nakajo, Terri Simon, Emery Rogers, Emily Keeler; Cultural Center Representatives--Daniel del Solar, Mission Cultural Center

Commissioner Keeler called the meeting to order at 4:40 p.m.

1. CAE 1995-96 Budget
Community Arts and Education Program Director Liz Lerma requested approval of three 1995-96 budget items.

Motion made by Commissioner Keeler to approve the expenditure of a grant to Golden Gate University of up to $4,680 from funds received from San Francisco Foundation for the stipend for arts education intern. Motion was seconded by Commissioner Rogers.

Motion made by Commissioner Rogers to approve the expenditure of up to $26,000 from the Capital Improvements fund for maintenance grants to the cultural centers: Mission Cultural Center, Center for African and African American Art and Culture, Bayview Opera House, and SOMAR. Motion was seconded by Commissioner Simon.

Janet Heller, WritersCorps Coordinator, explained that graphic services are needed for the design of eleven Decaux kiosk posters which will promote the Art Commission and WritersCorps. This is a joint project of WritersCorps with the Public Art Program.

Motion made by to approve the expenditure of $200 to Peter Chang for graphic design services for WritersCorps. Motion was seconded by Commissioner Rogers.

2. *WritersCorps Update*
Janet reported that the corps is currently serving at 28 sites, 10 of which are new this year, and that she is preparing to submit the program's first quarterly report to the NEA. Sites include various places such as classrooms, drop-in centers and temporary residential youth shelters. Janet will provide a list of site visit opportunities at the next committee meeting. The next two quarters will be focused on fundraising. The program has a goal of raising $80,000 to continue this year. Liz has offered to assist the NEA with fundraising in San Francisco. Janet hopes to be working with the local poet laureate, Robert Hass, in these efforts.

The committee welcomed Cynthia Cahill as the new WritersCorps intern. Her background is in theater and stage management, and she is working with Janet on a part-time basis.

3. *CAE Local Conference Discussion*
The outline for the conference was distributed. A letter will be sent from Rich to each agency director to invite them to participate as partner agencies. Planning meetings will be held with partnering agencies in January to further develop the outline for the conference. Ann mentioned the importance of the Art Commission taking a leadership role in presenting this conference,

considering that the arts are often excluded or in the periphery of city-wide discussions. Rich clarified that the conference is not only about identifying sources of funding, but creating a more effective infrastructure for collaboration. Action items will be included in addition to issue-driven discussions for the participants to address, i.e. developing entrepreneurial business plans and addressing city needs through creative partnerships.

Open house schedules will also be provided for conference participants to visit community-based collaborative programs throughout the time between sessions. Commissioner Nakajo suggested that each partner agency conduct a self-inventory of their involvement in art programs.

4. *Program Director Report*
Program Director's Report was distributed. Liz reported that she is still waiting for an estimate from the Department of Public Works for the damage to the Bayview Opera House to take further action. She is planning to amend the current supplemental appropriation of $200,000 recommneded by the Board of Supervisors by including the estimate in order to cover costs of repair.

Liz introduced the new Director of the Mission Cultural Center, Daniel del Solar, who officially assumes his position tomorrow. SOMAR has begun the process of construction for their new ADA bathrooms and side entrance. The new MOU's for SOMAR, Mission Cultural Center and Bayview Opera House are pending an MOU extension to March 31, 1996.

5. *Arts Education Update*
Several grants have been received toward the Professional Development Project, leaving approximately $27,000 to be raised. There are several more grants pending. An evaluation summary report will be available January 15, 1996. The principal's reception at the GAP will be on Thursday, January 25, 1996. *(Note that this is a correction from the date of January 29, 1996 which Ann announced at the meeting).* March 12 & 13 will be the days for the last round of workshops for SFUSD elementary schools.

The Literary Arts and WritersCorps recruitment flyer will be ready next week and will include a listing of 30 organizations with creative writing programs for youth. Ann will be doing site visits of the Literary Arts projects in January and February. Commissioners are invited to attend site visits.

Ann met last week with Mitchell Korn, who has been hired as the San Francisco Unified School District's consultant to develop a district-wide arts education plan. Korn will be presenting his findings by June 1, 1996. Ann and Rich Newirth are hoping to meet with Superintendent Rojas in the near future to discuss the Funders' Collaborative's funding proposal to SFUSD and the district-wide arts education plan.

The California State Summer School for the Arts awards ceremony will be held again in the spring next year with the San Francisco Arts Education Project, on June 1 at Stern Grove.

6. New/old Business

Rich mentioned that he would like to include the Asian Art Museum in the discussion of the San Francisco Asian American Arts Coalition, and that he heard a response that representatives from the museum would be in attendence at the community meeting this evening.

Commissioner Rogers adjourned the meeting at 6:00 p.m.

Minutes submitted for approval by:

Liz Lerma
Community Arts and Education, Program Director

Minutes reviewed by:

Richard Newirth
Director of Cultural Affairs

SAN FRANCISCO ART COMMISSION

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1/9/96

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, January 9, 1995 4:30 p.m.
Center for African & African American Art & Culture, 762 Fulton St.

AGENDA

1. WritersCorps Update
2. Arts Education Update
3. ArtHouse Update
4. Chinatown Community Arts Program Update
5. CAE Local Conference Update
6. Program Director Report
7. New/Old Business

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, Jan. 9, 1996 4:30 p.m.

Center for African & African American Art and Culture, 762 Fulton St.

Minutes

Present: Staff-- Liz Lerma, Salette Gressett, Ann Wettrich, Julie Cheung, Janet Heller, Amy Kweskin, Alma Robinson; Commissioners Present-- Steve Nakajo, Emery Rogers, Emily Keeler; Cultural Center Representatives--Daniel del Solar, Mission Cultural Center

Commissioner Keeler called the meeting to order at 4:45 p.m.

1. *WritersCorps Update*

Janet Heller, WritersCorps Coordinator, displayed three mock-ups for the DeCaux posters promoting the WritersCorps program. The 3' x 11' posters will be displayed in twelve DeCaux kiosks and will highlight the message that "AmeriCorps Works". The committee offered feedback on the mock-up designs and expressed interest in further development of the posters.

2. *Arts Education Update*

Ann Wettrich, Arts Education Officer, reported that the recruitment flyer for the Literary Arts program and WritersCorps is being printed. The flyers will be distributed throughout the schools, libraries and WritersCorps sites.

A site visit schedule is being developed for this year's Literary Arts projects. Ann and Janet have been discussing next year's plans for Literary Arts and WritersCorps in lieu of funding uncertainty from the NEA and AmeriCorps to allow the continuance of WritersCorps. The possibility of engaging in inter-agency connections with other city departments is being explored.

The Arts Education Funders' Collaborative had a meeting with Superintendent Rojas which confirmed the school district's support by providing $24,000 towards the Professional Development Project. Rojas also discussed the implementation of GALEF, and the Every Child Can Learn Foundation which hopes to provide avenues for funding for the school district. Mitchell Korn's work on the development of a district-wide arts education plan is in progress.

3. *ArtHouse Update*

Alma Robinson, Executive Director of California Lawyers for the Arts (CLA), reported that the development of artists' live/work space at the Presidio is on hold while the federal government is closed. Victoria Taplin, Program Associate, is leaving ArtHouse, but will continue as a consultant on the base conversion project.

CLA is looking to address the artists-in-residence at the Hunters' Point Shipyard who are interested in expanding work opportunities with the community youth. Job training and economic development is the priority in that area. CLA's Arts and Community project will be seeking support from the private sector now that the Private Industry Council's federal funding is no longer available for job training programs.

4. *Chinatown Community Arts Program Update*

Julie Cheung, CCAP Program Director, distributed flyers for a painting and calligraphy exhibit in the program's gallery which will be open until the end of this month. Julie will be preparing for CCAP's participation in the Chinese New Year events.

5. CAE Local Conference Update
CAE's local conference is tentatively scheduled for September 6, 13 and 20, 1996. Approximately 200 people are expected to attend and CAE is hoping to provide free lunch if enough support is provided by food vendors. If not, CAE will have to charge for lunch. An Art Commission intern is assisting with making arrangements for the lunch and with the invitation/program schedule design and printing.

6. Program Director Report
Ann Wettrich introduced Amy Kweskin, CAE's Arts Education intern.

Liz Lerma, CAE Program Director, and Janet Heller have been planning a fundraising event for WritersCorps to raise NEA matching funds for the program (Program Director's report distributed).

Arrangements have been made with the Department of Public Works and repair work on the damage to the Bayview Opera House should begin soon.

The Redevelopment Agency has estimated the renovation costs of the Turk/Fillmore building including lead, asbestos abatement and retrofit work at $80 - 200/sq. ft., or a total of $1.9 - 3.4 million. Their complete report on the estimates will be sent to CAE. The agency is also compiling options for the use of the space and is interested in the position of the Art Commission. A report outlining the considerations for the usage of the space should be available by the next committee meeting. Liz distributed the Redevelopment Agency's report on the Fillmore district's preservation plans. Commissioner Nakajo expressed concern that the Art Commission maintains involvement in planning the use of the space. The committee affirmed their support of Liz continuing discussion with Redevelopment, and requested a staff recommendation regarding the Art Commission's decision to sell the building.

7. New/Old Business
Commissioner Nakajo distributed invitations to "Come to the Table", a one-day summit event on alcohol and substance abuse prevention.

The San Francisco Arts Education Project is having a show at the Rena Bransten Gallery. The opening will include a panel discussion with Superintendent Rojas on February 29, beginning at 5:00.

Commissioner Keeler adjourned the meeting at 6:00 p.m.

Minutes submitted for approval by:

Liz Lerma
Community Arts and Education, Program Director

Minutes reviewed by:

Richard Newirth
Director of Cultural Affairs

SAN FRANCISCO ART COMMISSION

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, February 13, 1996 4:30 p.m.
San Francisco Art Commission, 25 Van Ness Ave., Ste. 70

AGENDA

1. Action item requested for maintenance grants for the cultural centers

Motion to approve maintenance grants up to $202,000 to SOMAR, Bayview Opera House, Center for African and African American Art and Culture and Mission Cultural Center from the cultural centers fund established by the Board of Supervisors.

2. Action item requested for GFTA 1996-97 grant application to fund Programs In the Communities

Motion to authorize Art Commission to apply for, accept and expend grant amounts up to $175,000 from Grants for the Arts in 1996-97 for Programs In the Communities grants.

3. WritersCorps Update

4. Arts Education Update

5. ArtHouse Update

6. Chinatown Community Arts Program Update

7. Program Director Report

8. New/Old Business

City and County of San Francisco

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, Feb. 13, 1996 4:30 p.m.
San Francisco Art Commission, 25 Van Ness Ave.

Minutes

Present: Staff-- Liz Lerma, Salette Gressett, Ann Wettrich, Julie Cheung, Janet Heller, Richard Newirth; Commissioners Present-- Emily Keeler, Emery Rogers, Willis Kirk, Terri Simon

Commissioner Keeler called the meeting to order at 4:45 p.m.

1. Motion made by Commissioner Rogers to approve the expenditure of maintenance grants up to $202,000 to SOMAR, Bayview Opera House, Center for African and African American Art and Culture and Mission Cultural Center from the cultural centers fund established by the Board of Supervisors. Motion was seconded by Commissioner Simon and unanimously approved.

Program Director Liz Lerma noted that this amount will be divided equally among the centers, less the amount of emergency repair costs for the Bayview Opera House.

2. Motion made by Commissioner Kirk to authorize the Art Commission to apply for, accept and expend grant amounts up to $175,000 from Grants for the Arts in 1996-97 for Programs In the Communities grants. Motion was seconded by Commissioner Simon and unanimously approved.

Liz mentioned that CAE would receive notification from Grants for the Arts (GFTA) in August. Applications from the P.I.C.'s to CAE for 1996-97 have been received and a provision for technical assistance was included in the proposal to GFTA.

3. WritersCorps Update

Janet Heller, WritersCorps Coordinator, distributed a review of *Flavors of the City* from last week's Bay Guardian. She reported that the DeCaux poster project was completed and the posters will be installed in the kiosks tomorrow (list of kiosk locales was distributed). Bids are being received for other uses of the poster, including reproduction in a smaller format for distribution. The president of AmeriCorps responded positively to the poster series, as well as the State Commission on Improving Life Through Service (CCILTS), who would like 1,000 copies of the poster. Liz and Janet attended a CCILTS meeting in Sacramento last week. It may be possible for WritersCorps to apply to them for funding. WritersCorps is continuing to explore other funding sources that would maintain a national WritersCorps identity. Janet explained that the program provides an intermediate step which includes training for writers, enabling them to be more competitive for artist-in-residence positions. WritersCorps will be holding readings of the members' work at Place Pigalle at 7:00 p.m. on Feb. 19 and Feb. 26. A youth reading series will be held at the Mission Library branch at 2:00 on March 2. WritersCorps will be participating in the Youth Arts Festival again this year.

4. Arts Education Update

Ann Wettrich, Arts Education Officer, reported that Mitchell Korn gave an update at the last Funders' Collaborative meeting. He assured the group of the synergistic approach in his work to create a city-wide arts eduation plan and the plans for a new school of the arts. The proposed new building would house the new school of the arts as well as the arts education clearinghouse. Korn affirmed the importance of the role of artists and said that training for artists would be incorporated in his recommendations.

The Professional Development Project is in its final year and the next meeting of the Funders' Collaborative will be discussing future projects. The principals' reception was successful in initiating the final group of schools to begin their participation in the project. The California Arts Council has indicated that the Professional Development Project would be a strong candidate for the council's new arts education grant program. (Evaluation summary reports of the project were distributed.) Ann pointed out that the schools started with various levels of of arts education before their participation in the project, and this is not reflected in the statistical charts in the summary report. The final round of workshops will be March 12 -13, 1996. (Literary Arts/WritersCorps recruitment flyer was distributed.) CAE has been discussing plans for the Literary Arts program and how it may be able to merge with WritersCorps.

5. *ArtHouse Update*
Representative from ArtHouse absent.

6. *Chinatown Community Arts Program Update*
(Calendar for the Chinese Spring Festival and New Year Parade was distributed.) Julie Cheung, CCAP Director reported that the program is participating in the festival and parade events which will be on March 2-3.

7. *Program Director Report*
(Program Director's report distributed.) Liz Lerma reported that in order to access the maintenance funds for the centers, the centers will provide bids for the work that needs to be done. All bids will be submitted together. The Cultural Centers' directors have been asked to submit all bids to CAE by March 15, 1996.
The Art Commission will be engaging in further discussion with the Redevelopment Agency (SFRA) on the MUNI Powerhouse to determine the position that CAE and SFAC will take. A staff recommendation to the Art Commission will be forthcoming. The Powerhouse is not in the current SFRA budget, but may be in the 96/97 fiscal year. Research continues.
Liz recommended that the cultural centers' building plans be updated by Anne Cervantes. The updating is a continuation of the facility planning process and is also needed for reporting to the Capital Improvements Advisory Committee and the Department of Public Works. The repairs at the Bayview Opera House are nearly complete.

Commissioner Keeler adjourned the meeting at 6:00 p.m.

Minutes submitted for approval by:

Liz Lerma
Community Arts and Education, Program Director

Minutes reviewed by:

Richard Newirth
Director of Cultural Affairs

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3/12/96

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, Mar. 12, 1996 4:30 p.m.
San Francisco Art Commission, 25 Van Ness Ave.

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Minutes

Present: Staff-- Liz Lerma, Salette Gressett, Ann Wettrich, Julie Cheung, Janet Heller, Richard Newirth; ArtHouse-- Alma Robinson; Commissioners Present-- Emily Keeler, Willis Kirk, Terri Simon

Commissioner Keeler called the meeting to order at 4:40 p.m.

1. WritersCorps Update
Janet Heller, WritersCorps Coordinator, reported that the program is working on the second anthology which will be out by June. The book will be three times larger than last year's anthology, and will include lesson plans and WritersCorps program information.
The WritersCorps is also working on the program's next newsletter, WritersInk, which is due to be available after the deadline of March 21.
The deadline to apply to AmeriCorps for next year is in mid-April and WritersCorps is considering two service organizations to apply under since the NEA is no longer able to be the parent organization of the program. The NEA has committed funding towards WritersCorps for next year.
The local fundraiser for the program is tentatively scheduled for May or June.

2. Arts Education Update
Ann Wettrich, Arts Education Officer, reported that approximately 100 teachers and principals attended this last year's professional development workshops today and an additional 100 attenders will participate in tomorrow's workshops. The community resource discussions were successful in obtaining information that will be used for evaluation next year by the Funders' Collaborative to determine the future of the project. Ann is currently working on fundraising for 1996-97 for the implementation of grants to the last cycle of schools in the project. The circle of the Funders' Collaborative is widening and there is an opportunity to apply to the CAC for an arts education partnership grant. Next year will be an evaluation period to plan for the future and the collaborative will need to decide on the scale and scope of evaluation. Ann is currently working with the collaborative to develop the proposal. Commissioner Keeler stressed the importance of the Art Commission's interests representing the artists working in communities as how CAE contributes to the collaborative. The committee made a recommendation to apply, accept and expend a grant of up to $20,000 from the California Arts Council.

3. ArtHouse Update
Alma Robinson, California Lawyers for the Arts Director, visited the Bidwell Training Center on a recent trip to Pittsburgh, and was impressed with the center's $3 million art program. She recently attended the Bayview Hunters' Point Shipyard citizens' meeting which addressed live/work space possibilities in the community's commercial areas. A draft plan from the city's Planning Department was presented. ArtHouse is continuing to implement their NEA grant to create a resource book on base conversion. Former Program Coordinator, Victoria Taplin, is working on this project as a consultant. Development of artspace usage at the Presidio is still postponed until the Presidio Trust is established. CLA's Arts and Community Development program placed 140 youth through the summer job program over the last two years, and is successfully fundraising corporate support to continue the program. ArtHouse is also continuing to revise their consumer survey and to maintain updating the hotline.

4. Chinatown Community Arts Program Update
Julie Cheung, Chinatown Community Arts Program Director, reported on the successful Spring Festival and distributed programs from the festival. Commissioners Simon and Keeler attended the event providing welcoming remarks. Julie will have an intern to provide administrative assistance beginning next week.

5. Program Director Report
The CAE program director's report was distributed. Liz reported that the emergency repairs at the Bayview Opera House have been completed. She is also in the process of spending the supervisors' $200,000 maintenance funds, pending a repair project listing from the Center for African and African American Art and Culture. The $200,000 must be spent by June 30 or the program will lose the funds. Liz expressed concern about obtaining the project list with the necessary bids from the centers which is required for submittal in order to access the funds. Liz assured the committee that she will take responsibility to obtain the information needed and spend the funds by the deadline.

The committee requested information about the outcome of the Bayview Opera House's fundraiser and also inquired about the absence of the centers' directors at the committee meetings.

Liz provided an review on the background of CAE's Literary Arts program, and made a recommendation to consolidate the granting program with WritersCorps next year to create one literary project.

Liz and Lawrence Thoo, Cultural Equity Grants Program Director, have been working with the Asian American Arts Community Coalition in the consideration of developing a proposal to the NEA for a planning grant. To date, the coalition has completed a newsletter to address the community's marketing needs since the needs assessment was completed.

A complaint was made from the captain at the MUNI police office regarding the pigeons and the debris around the Turk/Fillmore powerhouse. Liz and Rich are consulting with the city attorney to determine the responsibility of the Art Commission for this type of maintenance.

Commissioner Keeler adjourned the meeting at 6:30 p.m.

Minutes submitted for approval by:

Liz Lerma
Community Arts and Education, Program Director

Minutes reviewed by:

Richard Newirth
Director of Cultural Affairs

SF
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4/9/96

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, Apr. 9, 1996 4:30 p.m.
Mission Cultural Center, 2868 Mission St.

SF Art Commission
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Minutes

Present: Staff-- Liz Lerma, Salette Gressett, Ann Wettrich, Nancy Gonchar, Janet Heller, Richard Newirth; ArtHouse-- Deborah Lielasus; Commissioners Present--Willis Kirk, Barbara Sklar, Maria Martinez, Janice Mirikitani, Nery Gotico; Cultural Center Representatives--Daniel del Solar from Mission Cultural Center, Kola Thomas from Center for African and African American Art & Culture, Jack Davis from SOMAR

Commissioner Kirk called the meeting to order at 4:40 p.m.

1. Motion made by Commissioner Sklar to recognize that the San Francisco Art Commission congratulates San Francisco high school students on their acceptance into the California State Summer School for the Arts (CSSSA) and salutes them as 1996 California Art Scholars. Motion was seconded by Commissioner Martinez and unanimously approved.

Motion made by Commissioner Sklar to approve a $3,000 grant to California State Summer School for the Arts for student scholarships. Motion was seconded by Commissioner Gotico and unanimously approved.

Ann Wettrich, Arts Education Officer, explained that CAE organizes the San Francisco awards ceremony to honor the arts achievements of the students who are selected to attend the CSSSA. CAE also provides scholarships each year for those selected students who otherwise would not be able to attend the summer school. Commissioner Martinez inquired about the diversity of the students and requested a list of the students with their ethnicity when the Art Commission is notified of their selection.

2. Program Director Report
Liz Lerma, Program Director, welcomed the new commissioners to the committee, and offered to meet with those members individually to provide more in-depth orientation. (Director's report distributed.) She mentioned that committee members are often invited to participate on sub-committes or to serve as dignitaries at special events. At this time, ArtHouse and the Professional Development Steering Committee need to have their CAE commissioner representative replaced, and a commissioner is needed to emcee the CSSSA awards ceremony in May. Committee members requested the 1995-96 budgets for CAE, WritersCorps and Arts Education Funders' Collaborative projects.

Liz explained that CAE receives a fraction of what is needed to fund repairs and renovation of the cultural centers. This year, the board of supervisors has allocated $200,000 for repairs of the centers. Liz explained that she needs to submit estimates from the centers for each of their projects in order to access the funds. The centers have confirmed that they will provide these estimates to her for submittal as soon as possible.

3. Chinatown Community Arts Program Update
Program Director absent. No update given.

4. ArtHouse Update
Deborah Lielasus, Program Coordinator, informed the committee that there was nothing new to report.

5. WritersCorps Update
Janet Heller, WritersCorps Coordinator, reported that the program received a site visit last Friday by a representative from the National Corporation for Public Service/AmeriCorps who was impressed with the program. Each of the WritersCorps sites- San Francisco, the Bronx and Washington D.C.- will be applying to AmeriCorps independently this year since the National Endowment for the Arts will not be able to apply.

6. Arts Education Update
Ann Wettrich, Arts Education Officer, reported that she is applying for a grant from the California Art Council to implement a new collaborative arts education project in Latin American arts and culture in partnership with the Mission Cultural Center for Latino Arts and five schools in the Mission District.

7. New/Old Business
Commissioner Martinez stated that the cultural centers have been chosen as satellite sites for the mayor's upcoming economic summit. Although the centers agreed that it is important to host this event, she pointed out that the centers are being asked to do so without recompense, and asked if the Art Commission would be able to provide funds to cover their expenses. Rich Newirth, Director of the Art Commission, suggested that the centers provide Liz with an estimate and to retain receipts of their expenses, and that this issue would be included on the next executive committee's meeting agenda for discussion. Commissioner Martinez also mentioned that the next Arts Democratic Club meeting will include a follow-up discussion of the economic summit.

Commissioner Kirk adjourned the meeting at 5:30 p.m.

Minutes submitted for approval by:

Liz Lerma
Community Arts and Education, Program Director

Minutes reviewed by:

Richard Newirth
Director of Cultural Affairs

SAN FRANCISCO ART COMMISSION

PROGRAMS

CIVIC ART COLLECTION
CIVIC DESIGN REVIEW
COMMUNITY ARTS
& EDUCATION
CULTURAL EQUITY GRANTS
GALLERY
POPS SYMPHONY CONCERTS
PUBLIC ART

STREET ARTISTS LICENSES
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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, May 14, 1996 4:30 p.m.
25 Van Ness Ave. Ste. 70

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AGENDA

1. Program Director Report
2. Chinatown Community Arts Program Update
3. WritersCorps Update
4. Arts Education Update
5. ArtHouse Update
6. New/Old Business

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1/9/96

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Thursday, July 9, 1996 4:30 p.m.

San Francisco Art Commission, 25 Van Ness Ave., Ste. 70

AGENDA

1. Action items requested for 1996-97 CAE budget expenses from the Youth Arts Fund

Motion to approve up to$10,700 from the Youth Art Fund for partial salary of the Arts Education Officer

Motion to approve a grant of up to $36,450 from the Youth Art Fund to California Assembly of Local Arts Agencies for WritersCorps

2. Discussion and possible motion to provide necessary facilitation for Bayview Opera House board and community dialogue

3. Program Director Report

4. Chinatown Community Arts Program Update

5. WritersCorps Update

6. Arts Education Update

7. ArtHouse Update

8. New/Old Business

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7/9/96

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, July 9, 1996 4:30 p.m.
San Francisco Art Commission, 25 Van Ness Ave., Ste. 70

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Minutes

Present: Staff-- Liz Lerma, Salette Gressett, Ann Wettrich, Janet Heller, Amy Rosenbluth, Julie Cheung, Richard Newirth; Commissioners Present--Willis Kirk, Janice Mirikitani, Nery Gotico, Stanlee Gatti

Commissioner Kirk called the meeting to order at 4:30 p.m.

1. Motion made by Commissioner Mirikitani to approve up to $10,700 from the Youth Art Fund for partial salary of the Arts Education Officer. Motion was seconded by Commissioner Gotico and unanimously approved.

Motion made by Commissioner Mirikitani to approve a grant of up to $36,450 from the Youth Art Fund to California Assembly of Local Arts Agencies for WritersCorps. Motion was seconded by Commissioner Gotico and unanimously approved.

2. Bayview Opera House Discussion

Liz Lerma, Community Arts and Education Program Director, updated the committee on the discord between community members and the board of the Bayview Opera House. She informed the committee that there will be a community dialogue at A.E. Waden Library on July 13 which she expects will be a contentious meeting, and expressed concerned about public safety due to comments about possible violence. Liz noted that the center's memorandum of understanding is currently due for renewal and includes a requirement for the board to maintain opportunity for community input. Rich Newirth, Director of Cultural Affairs, referred to the assistance of a facilitator at Mission Cultural Center last year and clarified that the Art Commission does not involve itself with internal organizational issues, although a matter is of concern when the facility is involved. Stanlee Gatti, President of the Art Commission, advised the committee to uphold the legal facts, such as recognition that the board is the legal governing body of the organization. Liz said that she is planning to attend the meeting as an observer, not as a mediator. The committee reviewed the issues of contention as included in the Program Director's report. Due to the organizational nature of the situation, the committee felt that it would be inappropriate for the Art Commission to be present at the meeting and advised Liz not to attend. Liz said that she would call the board president to notify him of her absence and to explain that this situation is not in the purview of the Art Commission.

3. Program Director Report

Liz continued with the program director's report and explained to new committee members that the Community Arts and Education conference planned for this fall, is to bring together city agencies to discuss collaboration in advancing the arts in community development. The Art Commission would like to partner with the Mayor's Office of Community Development to facilitate the conference, however the change of administration has caused delay in moving forward. Commissioner Mirikitani pointed out that there are many summits taking place over the next few months that might keep city agencies' staff busy, and advised to take this into consideration in scheduling the conference. It was suggested that January 1997 would be a preferable time to hold the conference.

Liz noted the upcoming ensemble concerts at Chinatown Community Arts Program and the Mission Cultural Center in conjunction with the San Francisco symphony POPS concerts. Also

noted was the award of a California Arts Council grant for the Latin American Arts Education Initiative project, and a reminder of the cultural centers tour on July 23 at 2:00 for the commissioners. Liz will write a report regarding the community responses on the use of the Muni powerhouse facility at Turk and Fillmore. The remaining Capital Improvements funds for the centers will be approved by the Board of Supervisors Budget Committee on July 10.

4. Chinatown Community Arts Program Update
Julie Cheung, Chinatown Community Arts Program Director, distributed announcement of the symphony ensemble concert. All tickets have been distributed and Julie expects to have a full house. Commissioner Kirk will be present to introduce the event.

5. WritersCorps Update
Janet Heller, WritersCorps Coordinator, reported that the 1995-96 part-time WritersCorps members' service has been completed. The National Endowment for the Arts can no longer receive Americorps funds for the program, and the California Assembly of Local Arts Agencies will serve as the fiscal agent and manage the payroll in lieu of the NEA. Approximately $25,000 of the funds will be used for CALAA's fee. WritersCorps applications for this year should be received this week. New members will be introduced at the full commission meeting in September. Several full-time members from '95-96 are teaching classes at the Art Commission gallery during the summer to complete their service.

6. Arts Education Update
Ann Wettrich, Arts Education Officer, distributed the Professional Development Project report with a summary budget. This is the last year of the project during which grants are provided to the last round of schools to develop arts education implementation plans. The Arts Education Funders' Collaborative would like to see the project continue to work with the elementary schools following this last year. The Professional Development Project steering committee needs a representative from the commission.

7. ArtHouse Update
Representative from the program was not present. Liz Lerma announced that ArtHouse will be holding an advisory committee meeting at the Art Commission on July 18.

Commissioner Kirk adjourned the meeting at 6:00 p.m.

Minutes submitted for approval by:

Liz Lerma
Community Arts and Education, Program Director

Minutes reviewed by:

Richard Newirth
Director of Cultural Affairs

SAN FRANCISCO ART COMMISSION

SF

A70.305 *REVISED DATE- PLEASE DISREGARD PREVIOUS AGENDA*

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8/13/96

PROGRAMS
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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING
Tuesday August 13, 1996 4:30 p.m.
South of Market Cultural Center, 934 Brannan St.

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****NOTE LOCATION****

AGENDA

1. Action items requested for 1996-97 CAE budget expenses

Motion to approve the expenditure of a grant to Golden Gate University of up to $6,726 from funds received from San Francisco Foundation for the stipend for arts education intern.

Motion to approve the expenditure of up to $76,000 from the Capital Improvements Advisory Committee in maintenance grants to the cultural centers and in work orders to Department of Public Works for the maintenance and repair of the cultural centers.

Li

Subject to Executive Committee approval, motion to approve the expenditure of up $1,975 from the Public Art Fund for facilities management training workshop fees for the cultural center directors and CAE Program Director.

Motion to authorize CAE to accept and expend up to $20,000 in matching funds from the SFUSD and Mission Cultural Center for Latino Arts for the Latin American Arts Education Initiative project.

2. Program Director Report

3. Chinatown Community Arts Program Update

4. WritersCorps Update

5. Arts Education Update

6. ArtHouse Update

7. New/Old Business

City and County of San Francisco

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Art Commission

SF
A70.305
#2
8/13/96

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, Aug. 13, 1996 4:30 p.m.
South of Market Cultural Center, 934 Brannan St.

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Minutes

Present: Staff-- Liz Lerma, Salette Gressett, Ann Wettrich, Janet Heller, Julie Cheung, Richard Newirth, Rebecca Feldcamp, Alma Robinson, Deborah Lielasus; Commissioners Present-- Willis Kirk, Maria Martinez, Nery Gotico; Cultural Center Directors-- Kola Thomas, Daniel del Solar, Jack Davis, Jennifer Ross

Commissioner Kirk called the meeting to order at 4:35 p.m.

1. Ann Wettrich, Arts Education Officer, introduced Rebecca Feldcamp, Arts Education Intern, to the committee.

Motion made by Commissioner Gotico to approve up to $6,726 from the San Francisco Foundation for the arts education intern stipend. Motion was seconded by Commissioner Martinez and unanimously approved.

Motion made by Commissioner Martinez to approve up to $76,000 from the Captial Improvements Advisory Committee to the cultural centers and in work orders to the Department of Public Works for the maintenance and repair of the cultural centers. Motion was seconded by Commissioner Gotico and unanimously approved.

Liz Lerma, CAE Program Director, clarified that these funds are for 1996-97, and that the previous $250,000 in capital improvements funds from 1995-96 have been appropriated and are in the process of being spent.

Liz informed the committee that she and the centers directors would like to attend a two-day seminar on facilities management in Oakland. Rich Newirth, Director of Cultural Affairs, explained that he would request an allocation for the registration fees from the Executive Committee.

Motion made by Commissioner Gotico to approve the expenditure of up to $1,975 from the Public Art Fund for facilities management training workshop fees for the cultural center directors and CAE Program Director. Motion was seconded by Commissioner Martinez and unanimously approved, pending approval by the Executive Committee.

Motion made by Commissioner Gotico to authorize CAE to accept and expend up to $20,000 in matching funds from the SFUSD and Mission Cultural Center for Latino Arts for the Latin American Arts Education Initiative project. Motion was seconded by Commissioner Martinez and unanimously approved.

Ann explained that this match is for the California Arts Council grant which she was notified has been recommended for funding at 85%, and is awaiting the formal award letter. The project is due to begin in October of this year.

2. Program Director Report
(Program Director's report distributed.) The committee congratulated Liz and the centers on securing the 1996-97 capital improvements funds.

Information was provided on the Asian American Arts Community Development Initiative grant application to the NEA. Notification of funding should be received this Fall (however, additional research confirms that notification will be in March, 1997 with the project start date beginning May 1, 1997).
The CAE program website is on-line, with a few additional updates still needed. The address of the website is: http://thecity.sfsu.edu/users/SFAC/SFACCAE1.html
The CAE conference has been rescheduled, as discussed at the last committee meeting, for January 24, 1997, with the subsequent satellite workshops tentatively set for February 1 and 14. Liz explained that the satellite workshops will focus on specific issues of the conference to appeal to members of the community and artists. The main conference day is designed for other city departments. Commissioner Martinez suggested that an article be written about the activities in San Francisco that would support the conference.

3. Chinatown Community Arts Program Update
Julie Cheung, Chinatown Community Arts Program Director, was commended on the successful string quartet concert at Chinatown Community Arts Program in conjunction with the POPS. Rich requested copies of the extensive press coverage of the event.

4. WritersCorps Update
Janet Heller, WritersCorps Coordinator, reported that 4-5 WritersCorps members are continuing their work through August. She is still awaiting the formal letter of grant notification from the NEA for 1996-97 funding. The new corps for 96-97 will be announced at the next committee meeting.

5. Arts Education Update
Ann further explained that the training and education satellite conference in February, 1997 will be in conjunction with the Headlands Center for the Arts and the San Francisco Art Institute. This satellite will address artists working in community-based programs. A planning meeting to discuss the structure of the conference will be in mid-October. Ann distributed information on the Latin American Arts Education Inititative.

6. ArtHouse Update
Alma Robinson, California Lawyers for the Arts (CLA), reported that the base conversion guidebook is nearly complete. A letter of introduction from the mayor will be included. (Report distributed on current activities.) Alma expressed concern for educating the Planning Commission on artists live/work space. Rich suggested meeting with Susan Lowenberg, ex-oficio member of the Art Commission, who is on the Planning Commission. CLA will be opening an office in Sacramento.

7. New /Old Business
Commissioner Martinez requested that the commission express its gratitude to TJ Anthony, aide to Barbara Kaufman, who died recently. She pointed out that much of the progress and successes of the cultural centers has been largely due to his efforts. Commissioner Kirk agreed that an acknowledgement at the next full commission meeting can be introduced and printed to be sent to Barbara Kaufman.
Kola Thomas announced that CAAAC is developing a web page that can be linked to CAE's web page. A public meeting at CAAAC will be held Aug. 22 at 6:00 to update the community on the center's activities.
Jennifer Ross announced that programmatic and renovation projects at Bayview Opera House Ruth

Williams Memorial Theater are in progress. Rich expressed his support of Jennifer's dedication to the center.
Jack Davis reported that SOMAR's renovation work is nearly complete.

Commissioner Kirk adjourned the meeting at 6:00 p.m.

Minutes submitted for approval by:

Liz Lerma
Community Arts and Education, Program Director

Minutes reviewed by:

Richard Newirth
Director of Cultural Affairs

SAN FRANCISCO ART COMMISSION

SF
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#1
9/10/96

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday September 10, 1996 4:30 p.m.
San Francisco Art Commission, 25 Van Ness Ave. Ste. 70

PROGRAMS
Civic Art Collection
Civic Design Review
Community Arts & Education
Cultural Equity Grants
Gallery
POPS Symphony Concerts
Public Art

Street Artists Licenses
Suite 70
415.252.2581

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AGENDA

1. CAE 1996-97 Budget

Action items requested on approval of expenditures for FY 96-97

Motion to approve the expenditure of up to $544,100 from the Capital Improvements Advisory Committee Fund for captial improvement projects at Mission Cultural Center and the Center for African & African American Art & Culture

Motion to approve 1996-97 Programs In the Community Grants from Grants for the Arts Fund:

Chinatown Community Arts Program	$22,000
Community Works West	$25,989
Hospitality House	$20,289
Potrero Hill Neighborhood House	$15,319
Richmond District Neighborhood Center	$11,000
Sunset Parkside Education and Action Committee	$8,500
TODCO	$18,250
TOTAL=	$121,346

Motion to approve up to $1,700 in technical assistance costs associated with the Programs In the Community program from Grants for the Arts Fund.

Motion to approve 1996-97 Community Festival Grants from the Public Art Fund:

Bayview Opera House Ruth Williams Memorial Theater- Gospel Fest	$3,250
SOMAR- Re-beat	$3,250
Barrio Fest	$3,250
Bernal Heights Neighborhood Center	$3,250
Street Theater Festival in the Tenderloin	$3,250
Sunset Neighborhood Coalition	$2,000
Arts Providers Fair	$800
TOTAL=	$19,050

City and County of San Francisco

Motion to approve a grant to the Professional Development Project in the amount of $10,000 from the Public Art Fund.

25 Van Ness Ave. Suite 240, San Francisco, CA. 94102 tel. 415.252.2590 fax 415.252.2595

Motion to approve 1996-97 Cultural Center Special Project Grants from the Youth Arts Fund:

Mission Cultural Center- Summer MAS	$9,462
South of Market Cultural Center	
Artist-in residence Johanna Poethig	$9,462
Bayview Opera House Ruth Williams Memorial Theater-	
Carver Mural Project	$6,500
Center for African & African American Art & Culture:	
Robert Henry Johnson Dance Company	$4,142
Cultural Odyssey	$4,142
Midnight Voices	$4,142
TOTAL=	$37,850

Motion to approve a grant of $6,000 to the Youth Arts Festival from the Youth Arts Fund.

Motion to approve the expenditure of $5,000 for the Latin American Arts Education Initiative Program from the Youth Arts Fund.

2. Program Director Report

3. ArtHouse Update

4. Chinatown Community Arts Program Update

5. WritersCorps Update

6. Arts Education Update

7. New/Old Business

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SAN FRANCISCO ART COMMISSION

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday October 8, 1996 4:30 p.m.

Chinatown Community Arts Program- 750 Kearny St 3rd Floor

****NOTE LOCATION****

AGENDA

"Canceled"

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1. Program Director Report
2. Chinatown Community Arts Program Update
3. ArtHouse Update
4. WritersCorps Update
5. Arts Education Update
6. New/Old Business

City and County of San Francisco

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SAN FRANCISCO ART COMMISSION

PROGRAMS

CIVIC ART COLLECTION
CIVIC DESIGN REVIEW
COMMUNITY ARTS & EDUCATION
CULTURAL EQUITY GRANTS
GALLERY
POPS SYMPHONY CONCERTS
PUBLIC ART

STREET ARTISTS LICENSES
SUITE 70
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10/8/96
Canceled

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING
Tuesday October 8, 1996 4:30 p.m.
Chinatown Community Arts Program- 750 Kearny St. 3rd Floor

****NOTE LOCATION****

AGENDA

MEETING CANCELLED

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday November 12, 1996 4:30 p.m.
San Francisco Art Commission, 25 Van Ness Ave., Ste. 70

AGENDA

1. Program Director Report
2. WritersCorps Update
3. ArtHouse Update
4. Chinatown Community Arts Program Update
5. Arts Education Update

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, Nov. 12, 1996 4:30 p.m.

San Francisco Art Commission, 25 Van Ness Ave. Ste. 70

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Minutes

Present: Staff-- Liz Lerma, Salette Gressett, Ann Wettrich, Janet Heller; Commissioners Present-- Willis Kirk, Nery Gotico, Janice Mirikitani

Commissioner Kirk called the meeting to order at 4:45 p.m.

1. Program Director's report distributed. Liz Lerma, Program Director, announced that Bill Strickland will be the keynote speaker at CAE's local conference on January 24, 1997 at Center for the Arts. CAE would like to invite the Mayor's Office of Children, Youth and Their Families, and the Mayor's Office of Community Development to partner with the Art Commission for the main conference day. There are also two associated satellite forums planned to focus on training and education for community artists and sustaining community-based programs (draft outline of conference and forums distributed). Liz will provide further details about the conference at the next committee meeting.

Liz reported that Daniel del Solar has left Mission Cultural Center for Latino Arts (MCCLA) after serving as executive director for nine months under the new board that has been in place since the center's last transition in May, 1995. There are two critical projects that the Art Commission is involved in with MCCLA that is of concern: the facility renovation project and LatinArte, a new arts education project. Since Daniel's departure, Liz has sent the board members a memo regarding their responsibilities involving these two projects and has attempted to meet with the board members on two occassions to address these issues. As a result of little response from the center's board of directors, Liz will be sending a letter to the board members to address the problems and deadlines involving these two projects. A copy of the letter will also be sent to Stanlee Gatti to update him on these concerns.

2. Janet Heller, WritersCorps Coordinator distributed the bios for this year's 16 WritersCorps members and a listing of their sites. Janet notified the committee of upcoming events, including a reading on December 20, 1996 to which the commissioners will receive invitations. There are pending proposals in consideration of the $42,000 still needed for this year's budget. Janet proposed three different structures of how the program could be operated next year, and invited the commissioners to contact her with their recommendations.

3. ArtHouse representative not present to give report.

4. Chinatown Community Arts Program Director not present to give report. Liz Lerma invited the commissioners to attend the program's opening reception of the Chinese Women Painters Exhibit on Nov. 16 at 2:00 p.m.

5. Ann Wettrich, Arts Education Officer distributed an update report on the Arts Education Collaborative project.

Commissioner Kirk adjourned the meeting at 6:10 p.m.

Minutes submitted for approval by:

Liz Lerma
Community Arts and Education, Program Director

Minutes reviewed by:

Richard Newirth
Director of Cultural Affairs

SAN FRANCISCO ART COMMISSION

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING
Tuesday December 10, 1996 4:30 p.m.
San Francisco Art Commission, 25 Van Ness Ave., Ste. 70

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12/10/96

AGENDA

1. Discussion and possible motion regarding the future of WritersCorps': structure, grant applications, fical agent and local legislation

2. Discussion and possible motion regarding Mission Cultural Center for Latino Arts: LatinArte Project, facility renovation project and Memorandum of Understanding.

3. Program Director Report

4. Action item requested on approval of 1997-98 Programs In the Community panelists.

   Motion to approve the following panelists for the 1997-98 Programs In the Community grants review:

   Winna Davis, Senior Grant Manager,
   Mayor's Office of Children, Youth and Their Families

   Keith Hennessy, Artist, Co-Director/Founder
   848 Community Space

   Pilar Olabarria, Artist

   Genny Lim, former Art Commissioner,
   faculty- Department of Humanities, New College of California

   Mike Blockstein, Director
   Southern Exposure

   Connie Gray, Cultural Arts Funding Coordinator
   Oakland Cultural Affairs Department

City and County of San Francisco

5. ArtHouse Update

6. Chinatown Community Arts Program Update

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SAN FRANCISCO ART COMMISSION

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COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING
Thursday January 16, 1997 4:30 p.m.
Center for African and African American Art & Culture
762 Fulton St.

PROGRAMS
Civic Art Collection
Civic Design Review
Community Arts
& Education
Cultural Equity Grants
POPS Symphony Concerts
Public Art

Street Artists Licenses
Suite 70
415.252.2581

Art Commission Gallery
401 Van Ness Avenue
415.554.6080

AGENDA

1. **Motion to retroactively apply for, accept and expend a grant from the California Commission on Improving Life Through Service for WritersCorps in the amount of up to $267,000.**

2. **Motion to apply for, accept and expend a grant from the California Arts Council for ArtHouse and Arts Education Officer salary in the amount of $30,000.**

3. **Motion to apply for, accept and expend a grant from Grants for the Arts for Programs In the Community granting program support in the amount of up to $240,000.**

4. Discussion and possible motion regarding the future of WritersCorps': structure, grant applications, fical agent and local legislation.

5. Discussion and possible motion regarding Mission Cultural Center for Latino Arts: LatinArte Project, facility renovation project and Memorandum of Understanding.

6. Program Director Report

7. ArtHouse Update

8. Chinatown Community Arts Program Update

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Art Commission
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1/16/97

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Thursday, January 16, 1997 4:30 p.m.

Center for African & African American Art and Culture, 762 Fulton St.

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Minutes

Present: Staff-- Liz Lerma, Salette Gressett, Rich Newirth, Janet Heller, Julie Cheung; Deborah Lielasus, ArtHouse; Commissioners Present-- Willis Kirk, Nery Gotico, Janice Mirikitani; Cultural Centers-- Heidi Hardin, Bayview Opera House; Kola Thomas, CAAAC; Maria Josefa Prosperi and Herminio Flores, Mission Cultural Center

Commissioner Kirk called the meeting to order at 4:45 p.m.

1. **Motion made by Commissioner Gotico to retroactively apply for, accept and expend a grant from the California Commission on Improving Life Through Service for WritersCorps in the amount of up to$267,000. Motion seconded by Commissioner Mirikitani and unanimously approved.**

2. **Motion made by Commissioner Gotico to apply for, accept and expend a grant from the California Arts Council for ArtHouse and Arts Education Officer salary in the amount of $30,000. Motion seconded by Commissioner Mirikitani and unanimously approved.**

3. **Motion made by Commissioner Mirikitani to apply for, accept and expend a grant from Grants for the Arts for Programs In the Community granting program support in the amount of up to $240,000. Motion seconded by Commissioner Gotico and unanimously approved.**

Janice emphasized the need for community-based projects and this program as an opportunity for Grants for the Arts to support these projects.

4. Liz Lerma, Program Director, distributed memos documenting the recent history of the LatinArte project with the Mission Cultural Center for Latino Arts (MCCLA) for the committee's review. Rich Newirth, Director of Cultural Affairs, explained that the Art Commission is fiscally responsible for the project, but that it is a collaboration with MCCLA. Herminio Flores, MCCLA board member, explained that he is supervising Juan Carlos Cuellar. Liz told him that there has been no reporting submitted to the Art Commission, aside from teacher invoices. Liz recognized that the artists' payments have been delayed, and Maria Josefa Prosperi, Acting Executive Director of MCCLA, confirmed that the artists had received payment as of January 15 - 16. Rich explained that there is no money left for a project coordinator due to the denial of a pending grant from the Bill Graham Foundation. Maria Josefa clarified that the grant from the Bill Graham Foundation was for another project, not for LatinArte, as Juan Carlos had indicated in December. The MCCLA proposal presented by Maria Josefa to cut the length of the project would need to be confirmed with the CAC to ensure that the project would still meet their requirements. Commissioner Mirikitani emphasized the importance of the reporting needed by the Art Commission, as the fiscally responsible party of the project, and encouraged that an agreement between SFAC and MCCLA be made to rectify these problems. Rich expressed his concern that the last correspondence from Juan Carlos is unfortunate in that it is the first to be distributed to others outside of the Art Commission. Commissioner Mirikitani added that it potentially also jeopardizes the advancement of communities of color. Liz strongly requested that another coordinator be assigned as soon as possible. All agreed that a prompt public reconciliation is necessary to redeem

the project. MCCLA will notify Rich and Liz of their action as decided after their next board meeting next week.

Commissioner Kirk adjourned the meeting at 6:00 p.m.

Minutes submitted for approval by:

Liz Lerma
Community Arts and Education, Program Director

Minutes reviewed by:

Richard Newirth
NG

Richard Newirth
Director of Cultural Affairs

SAN FRANCISCO ART COMMISSION

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Art Commission Gallery
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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING
Thursday January 30, 1997 4:00 p.m.
San Francisco Art Commission, Ste. 70

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****SPECIAL MEETING****

AGENDA

1. Report on activities of the Mission Cultural Center for Latino Arts (MCCLA) organization, including but not limited to: LatinArte Project, Facility Renovation Projects, Memorandum of Understanding, issues related to workers' compensation insurance coverage.

2. Public comment

3. Possible action by committee to make recommendations to the Full Commission regarding: the direction of the relationship of the Art Commission with Mission Cultural Center for Latino Arts, continuation or termination of the commission's involvement in the LatinArte Project, MCCLA's continued occupancy of the 2868 Mission Street facility, continuation or termination of existing Memorandum of Understanding with MCCLA, possible development of a Request For Proposals for tenancy at the 2868 Mission Street facility, how to proceed with the facility renovation projects, and any other action the committee may recommend relating to the city's relationship with MCCLA.

City and County of San Francisco

25 Van Ness Ave. Suite 240, San Francisco, CA. 94102 TEL. 415.252.2590 FAX 415.252.2595

ACCESSIBILITY INFORMATION

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9, 26, and 42 Buses–serving the area of Van Ness and Market.

Civic Center BART, located at the intersection of Grove, Hyde, and Market Streets.

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COMMUNITY ARTS AND EDUCATION
SPECIAL PROGRAM COMMITTEE MEETING

Thursday, January 30, 1997 4:00 p.m.
San Francisco Art Commission, Ste. 70

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Minutes

Present: Staff-- Liz Lerma, Salette Gressett, Rich Newirth, Miriam Stombler, City Attorney; Commissioners Present-- Willis Kirk, Nery Gotico, Janice Mirikitani, Stanlee Gatti

Commissioner Kirk called the meeting to order at 4:10 p.m.

Commissioners Kirk and Gatti explained that structure of the meeting and invited those in attendance to complete a public testimony card to respond to items on the agenda. Commissioner Gatti recognized the seriousness of the situation, particularly in light of the upcoming bond item regarding the cultural centers. He emphasized that the Art Commission's intent is to keep the center open. Liz Lerma, CAE Program Director, explained that in order to be in compliance with the Brown Act, all issues on the agenda had to be included for possible discussion.

1. Liz reported on the LatinArte project and explained that the Art Commission is fiscally responsible for the project. As per the last CAE committee meeting, MCCLA was to meet with their board and submit a proposal to address unresolved issues regarding the lack of required reporting to CAE and a conflict of interest of the project coordinator also working as an artist of the program.

Additionally, Liz explained that there are $186,100 in renovation projects for the center. She has been meeting with the staff regarding these projects and reported that the first priority item, repair of the HVAC system, may cost more than originally estimated due to recent additional problems with the system.

Liz also explained that the Memorandum of Understanding between the Art Commission and the MCCLA has expired and is temporarily operating under a letter of extension. Miriam Stombler, City Attorney, explained that the issue of workers' compensation insurance has come to the attention of the Art Commission due to a reported incident at the center where the allegedly injured employee of MCCLA needed medical attention. The Art Commission requested current insurance records from MCCLA, but was not provided with any information regarding these required documents.

2. Commissioner Kirk explained the three minute time limit for public testimony and that comments must be pertinent to the specific issues on the agenda. The attorney for MCCLA, explained that there was too little time to produce the requested insurance documentation. Several community members voiced concern about the need of the Mission community for the center's programs. Community members were also concerned about keeping the organization in place at the facility, and it was requested that the committee make no action regarding the organization running the center. One community member expressed a lack of understanding of the required reporting for LatinArte, and another suggested that a deadline be given for MCCLA to produce the insurance documentation. The MCCLA board president explained that the change of staff at the center, namely the departure of the executive director, has left the remaining staff with difficulty in addressing issues which has resulted in delays. She also expressed grave concern for the relationship of the Art Commission with the MCCLA.

The acting executive director of MCCLA expressed her respect for all those who are involved with the center and asked for the support of the commission. Several community members voiced their concern for the students and other community members who benefit from the center's programs, and emphasized the need for the center to remain open.

3. Commissioner Mirikitani affirmed the committee's commitment to keeping the center open and stressed the importance for solidarity, particularly with the imminent bond issue. She recommended that a reasonable timeline be made to address the issues in need of resolution with mutual responsibility of both the center and the commission. Commissioner Kirk pointed out that this same conclusion was reached at the last committee meeting, and urged the MCCLA for prompt decisions so that action can be taken to move forward with these issues. The committee agreed that the issue of an RFP for the center be eliminated from discussion. Liz implored MCCLA to determine their recommendation regarding LatinArte and prevent any further delays. The MCCLA board president informed the committee that the board will meet on February 10 and have a recommendation for the Art Commission on February 11, 1997.

Commissioner Kirk adjourned the meeting at 6:00 p.m.

Minutes submitted for approval by:

Liz Lerma
Community Arts and Education, Program Director

Minutes reviewed by:

RICHARD NEWIRTH
NG

Richard Newirth
Director of Cultural Affairs

SAN FRANCISCO ART COMMISSION

PROGRAMS

Civic Art Collection
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& Education
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1/11/97

COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING
Tuesday, February 11, 1997 4:30 p.m.
San Francisco Art Commission, Ste. 70

AGENDA

1. Review of response from Mission Cultural Center regarding LatinArte Project and possible action from committee.

2. Program Director Report

3. Discussion and possible motion regarding the future of WritersCorps': structure, grant applications, fiscal agent and local legislation.

4. ArtHouse Update

5. Chinatown Community Arts Program Update

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, February 11, 1997 4:30 p.m.
San Francisco Art Commission, Ste. 70

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Minutes

Present: Staff-- Liz Lerma, Ann Wettrich, Salette Gressett, Janet Heller; Commissioners Present-- Willis Kirk, Nery Gotico, Janice Mirikitani; Mission Cultural Center for Latino Arts (MCCLA)-- Maria Josefa Prosperi

Commissioner Kirk called the meeting to order at 4:40 p.m.

1. Acting Executive Director of MCCLA Maria Josefa reported that the board met on February 10 and has requested that the CAE committee, staff and city attorney meet with them to resolve the issues regarding LatinArte. Richard Newirth, Director of Cultural Affairs, requested that MCCLA have a proposal for consideration prior to another meeting. Maria Josefa confirmed that the board did not address the unresolved issues raised at the last committee meeting to make recommendations to the committee at this time. Commissioner Mirikitani confirmed with Maria Josefa the MCCLA's understanding of the Art Commission's fiduciary responsibilities regarding this project. Ann Wettrich, Arts Education Officer, pointed out that the Art Commission is also responsible to the San Francisco Unified School District as well as the California Arts Council, and raised concern about the delays' effect on the project timeline. For example, the steering committee meeting has been postponed.

It was agreed that MCCLA will submit a proposal to CAE by Friday, February 14 or sooner, and that a letter would be sent to MCCLA'a attorney to notify her of the project's critical dates. Rich pointed out that clarification of the duel role of Juan Carlos Cuellar in the project should be included in the MCCLA's proposal. Ann distributed and reviewed a report to clarify the project's legal issues (attached). Ann pointed out that she has been in contact with Maria Josefa and that the resolution of some of these legal issues are in process. Maria Josefa added in reference to her memo to Liz (attached) that further documentation regarding MCCLA's worker's compensation insurance would be forwarded to CAE staff following the center's audit.

2. Liz Lerma reported that the Center for African and African American Art and Culture's (CAAAC) renovation project began January 28, 1997. As much of the $900,000 project as possible will be completed for the Orisha World Congress to be held at the center later this year. The SFAC powerhouse committee held a planning meeting on January 30 regarding the Muni powerhouse at Turk and Fillmore streets. The Art Commission has received Lerma's report detailing community input received to date. The committee will meet with Jim Jefferson, the Redevelopment Agency's "Old Fillmore Jazz Preservation District" consultant.

Liz commented on the success of the first forum of CAE's conference, and that staff felt that the dialogue with the audience was very beneficial to the Art Commission. The second forum will be at CAAAC on February 20. The Chinese Spring Festival is next weekend, and the Chinatown Community Arts Program will be presenting performances from 1:00 - 3:00 on Saturday and Sunday, February 22 and 23, at the Chinese Cultural Center's theater.

3. Janet Heller, WritersCorps Coordinator, updated the committee on the program's structural options that WritersCorps is considering. She explained that it is not possible to be an NEA project

any longer, and that WritersCorps has looked to the California Commission on Improving Life Through Service (CCILTS) for support. Janet explained the additional requirements involved with this collaboration, as the Art Commission is applying to CCILTS directly for funding and will be responsible for raising matching funds. Conversations with the other WritersCorps sites are underway to determine what is needed from a national office for the program. The current budget and five-year timeline for the program was distributed and discussed (attached). The committee supported the proposed plans and recognized the excellence of Janet's work and WritersCorps.

4. ArtHouse representative was absent. No report given.

Commissioner Kirk adjourned the meeting at 5:45 p.m.

Minutes submitted for approval by:

Liz Lerma
Community Arts and Education, Program Director

Minutes reviewed by:

RICHARD NEWIRTH
NG

Richard Newirth
Director of Cultural Affairs

Mission Cultural Center
for Latino Arts

February 11, 1997

Liz Lerma, Director, CAE Program
San Francisco Art Commission
25 Van Ness Avenue, Suite 240
San Francisco, CA 94102
Fax: (415) 252-2595

Ref.: Workers Compensation

Dear Liz:

Please be advised that our Workers Compensation Policy #1266017 is currently being audited by Mr. Juan Narciso from State Compensation Insurance Fund.

Should you have any questions, please contact Mr. Narciso at 974-8169.

Sincerely,

M. Josefa Prosper
Acting Executive Director

cc: Commissioners of the Art Commission
MCCLA Board of Directors
Alina Laguna, MCCLA Council

LEGAL ISSUES

1. **Contracts:**
   - Corrections needed on Esperanza Villanuevo (dates/amount), Ernesto Paul's (amount) artist contracts.
   - Corrections to or amendments needed on teacher's agreement and school agreements, regarding changes in artists.
   - Letter of termination needed for Flavio Ayala with date terminated and explanation.

2. **California Arts Council Contract with SF Art Commission; Contractual Requirements:**
   A) Questions Pending
      1) Do they need artists signatures on invoices?
         (Currently this is not our practice and may need to be corrected.)
      2) Do they need original contracts with signatures?
         (Currently we only have copies on file and MCCLA has originals.
   B) All changes in the program must be made with mutual agreement of the CAC and SFAC. We are out of compliance because MCCLA did not seek or receive our approval on the following changes (as required by the SFAC/MCCLA Agreement):
      1) Project Coordinator is also serving as a project artist at two school sites. Juan Carlos Cuellar was included in proposal only as Project Coordinator and was not listed as an artist.
      2) Changes in Artists: Flavio Ayala, replaced by Esperanza Villanuevo (who was not included in list of possible artists submitted with proposal)
      3) $8,000 must be immediately cut from the budget with mutually agreeable budget revision by MCCLA & SFAC that is approved by the CAC and in accordance with their budget guidelines. CAC requires a dollar for dollar match on their grant of $17,000. The CAC will reimburse for no more than 50% of any payment to any person for services.

3. **Invoice Processing**
   A) Artist Invoices: Current batch of invoices cannot be processed until full and corrected documentation is provided. (See above.) Changes in artistic staff must have approval of SFAC and CAC before payment can be guaranteed.
   B) Project Coordinator Invoices: Cannot be processed until contract violations are resolved -- no approval from SFAC or CAC for Project Coordinator to work also as an artist. Clarification on services provided must also be provided along with relevant documentation.
   C) Supplies Invoice: Current invoice asks for reimbursement fortwo disallowable expenses $160 (food) and $200 (workshop) that were not included in the budget. Also there is an incorrect receipt that requires a small adjustment.) MCCLA is currently making the appropriate corrections.

5 Year Timeline for the San Francisco WritersCorps
& The Development of the National Office

1997-98	San Francisco Art Commission CAE Program administers WritersCorps funded by a 3 year grant through California Commission on Improving Life Through Service (20 Full Time Members). The City is the grantee. WritersCorps becomes a fully integrated SFAC program.San Francisco begins planning with other sites to form national office. California expansion plan developed with 2 partner cities.
1998-99	Art Commission launches California multi-site WritersCorps program (30 Full Time Members) National office plan finalized and funding secured. Multi-site funded for 2 years through yr 2000.
1999-2000	Art Commission opens national office of WritersCorps possibly funded by an AmeriCorps T/TA grant. Assists potential sites with expansion and field with training and technical assistance: evaluation, data collection, training, member development and fundraising. Maintains communications between sites.
2000-2001	3 new sites launched through state AmeriCorps funds. Art Commission maintains national office for WritersCorps and administers a WritersCorps program. WritersCorps founding sites (Bronx, DC, SF) supported operating without AmeriCorps funds
2001-2002	Art Commission operates national office, state headquarters, and local program.

SAN FRANCISCO ART COMMISSION

To: Government Documents
Fr. Michele Liapes
252-2554

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Civic Design Review
Community Arts & Education
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Public Art

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COMMUNITY ARTS AND EDUCATION
SPECIAL PROGRAM COMMITTEE MEETING
Tuesday, February 18, 1997, 4 p.m.
San Francisco Art Commission, Suite 70

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AGENDA

1. Review of Mission Cultural Center for Latino Arts (MCCLA) proposal dated February 13, 1997, for the LatinArte project.

2. Discussion of San Francisco Art Commission response and possible motion regarding future administration of project.

3. Discussion of opportunity to apply for CAC arts education partnership grant for 97/98. Possible motion for the San Francisco Art Commission not to apply, thereby freeing up the opportunity for San Francisco nonprofit arts organizations to apply.

City and County of San Francisco

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Government's duty is to serve the public, reaching its decisions in full view of the public.

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COMMUNITY ARTS AND EDUCATION
SPECIAL PROGRAM COMMITTEE MEETING
Friday, February 21, 1997, 4:30 p.m.
San Francisco Art Commission, Suite 70

AGENDA

1. Review of Mission Cultural Center for Latino Arts (MCCLA) proposal dated February 13, 1997, for the LatinArte project.

2. Discussion of San Francisco Art Commission response and possible motion regarding future administration of project.

3. Discussion of opportunity to apply for CAC arts education partnership grant for 97/98. Possible motion for the San Francisco Art Commission not to apply, thereby freeing up the opportunity for Francisco nonprofit arts organizations to apply.

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City and County of San Francisco

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COMMUNITY ARTS AND EDUCATION SPECIAL PROGRAM COMMITTEE MEETING

Friday, February 21, 1997 4:30 p.m.
San Francisco Art Commission, Ste. 70

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Minutes

Present: Staff-- Ann Wettrich, Salette Gressett, Rich Newirth; Commissioners Present-- Willis Kirk, Nery Gotico; Mission Cultural Center for Latino Arts (MCCLA)-- Juan Carlos Cuellar, Alina Laguna, Rosa Cecilia Martinez-Guidos, Herminio Flores, Juanita Rieloff, Nancy Ortiz

Commissioner Kirk called the meeting to order at 4:50 p.m.

1. Commissioner Kirk explained that MCCLA has expressed that they want full responsibility of the LatinArte project. Both the Art Commission and the California Arts Council (CAC) support this request. The CAC has indicated that a new contract can be signed to dissolve the partnership with the Art Commission and implemented with MCCLA by April 1.

2. Alina Laguna, MCCLA attorney, responded that the MCCLA board would like the Art Commission to continue with the project through the end of this fiscal year, June 31. Ann Wettrich, Arts Education Officer, explained the possible budget revision as previously determined with MCCLA to address the $8,000 shortfall. MCCLA agreed that they would be responsible for covering those retroactive expenses cut from the budget. Ann emphasized that in order for the project to remain in compliance with the CAC, a discussion between both MCCLA and the Art Commission needs to take place before any changes to the program can occur.

Motion made by Commissioner Gotico for the Art Commission to continue the fiscal administration of LatinArte through June, 1997 and to accept the proposed budget revisions of: $5,500 reduced from project coordinator fees, $500 reduced from artist fees and $2,000 reduced from Mission Cultural Center administration fees. Motion seconded by Commissioner Kirk and unanimously approved.

3. Rich Newirth, Director of Cultural Affairs, explained that the Art Commission would have to waive its right to apply to the CAC Arts Education Partnership Program in order for the MCCLA to apply for this grant next year. The deadline for the grant is April 16. Rich encouraged that the MCCLA develop a relationship with the CAC over the next few months to strengthen their position as an applicant for next year. Both MCCLA and the Art Commission agreed that clear communication between both partners is essential to the success of the project. Ann emphasized the importance of presenting a unified effort when addressing the steering committee on Monday, February 24. She also mentioned that the intent, as stated in the program's proposal to the CAC, was that the program would eventually be the sole responsibility of the MCCLA. Ann will write a joint letter from the Art Commission and MCCLA to all parties involved in LatinArte to inform them of the resolutions made at this meeting.

Motion made by Commissioner Gotico for the Art Commission to waive its right to apply to the California Arts Council's Arts Education Partnership Program for 1997-98. Motion seconded by Commissioner Kirk and unanimously approved.

Commissioner Kirk adjourned the meeting at 5:30 p.m.

Minutes submitted for approval by:

Liz Lerma
Community Arts and Education, Program Director

Minutes reviewed by:

RICHARD NEWIRTH
NG

Richard Newirth
Director of Cultural Affairs

SAN FRANCISCO ART COMMISSION

PROGRAMS

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SAN FRANCISCO ART COMMISSION
25 VAN NESS, SUITE 70

COMMUNITY ARTS & EDUCATION COMMITTEE MEETING
SCHEDULED FOR MARCH 11, 1997
HAS BEEN CANCELLED.

THE NEXT SCHEDULED MEETING IS
APRIL 8, 1997 AT 4:30 P.M.

AT MISSION CULTURAL CENTER
2868 MISSION STREET
SAN FRANCISCO, CA

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SAN FRANCISCO ART COMMISSION

COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING
Tuesday, April 8, 1997 4:30 p.m.
Mission Cultural Center, 2868 Mission St.

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AGENDA

1. Action items requested for:

Motion to approve Programs In the Community Grants panel recommendations for 1997-98, with amounts to be determined following funding notification from Grants for the Arts:

Community Works
Girl's After School Academy
Central City Hospitality House
Richmond District Neighborhood Center
Jamestown Community Center
Continuum HIV Day Services
Tenants & Owners Development Corporation (TODCO)
[illegible]

Motion to recognize that the San Francisco Art Commission congratulates San Francisco high school students on their acceptance into the California State Summer School for the Arts and salutes them as 1997 California Art Scholars.

Motion to authorize the Director of Cultural Affairs to submit an application for a 1997-98 California Arts Council Challenge grant to fund the Arts Education Professional Development Project.

2. Program Director Report

3. Arts Education Update

4. WritersCorps Update

5. ArtHouse Update

City and County of San Francisco

6. Chinatown Community Arts Program Update

7. New/old business

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SAN FRANCISCO ART COMMISSION

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5/13/97

COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING
Tuesday, May 13, 1997 4:30 p.m.
San Francisco Art Commission, Ste. 70

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AGENDA

1. Action items requested for:

Motion to accept and expend an NEA Planning and Stabilization Grant for the Asian Pacific American Arts Community Development Initiative in the amount of $50,000

Motion to approve preliminary working budget for the Asian Pacific American Arts Community Development Initiative

2. Program Director Report

3. Arts Education Update

4. WritersCorps Update

Motion to authorize CAE Program Director to request funding from the Mayor's Office of Children Youth and their Families for 1997-98 WritersCorps program in the amount of $225,000

5. Chinatown Community Arts Program Update

6. New/old business

City and County of
San Francisco

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COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING
Tuesday, June 10, 1997 4:30 p.m.
Bayview Opera House Ruth Williams Memorial Theater
4705 Third St. (@ Newcomb)

AGENDA

1. Action items requested for:

Motion to approve the expenditure of a grant to Golden Gate University of up to $7,500 from funds received from the San Francisco Foundation for the stipend for arts education intern.

2. Program Director Report

3. WritersCorps Update

4. ArtHouse Update

5. Chinatown Community Arts Program Update

6. Arts Education Update

7. New/old business

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COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING
Tuesday, August 5, 1997 4:00 p.m.
Art Commission Meeting Room
25 Van Ness Avenue, Suite 70
San Francisco, CA 94102

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AGENDA

1. CAE 1997-98 Budget

Action items requested on approval of expenditures for FY97-98

Motion to approve the expenditure of up to $109,032 from the Youth Arts Fund:

Youth Arts Festival	**$6,000**
Arts Education Officer Salary	**14,500**
WritersCorps	**45,000**
Cultural Centers' Special Projects:	
MISSION CULTURAL CENTER FOR LATINO ARTS	
Multicultural Art Education Summer School	**$7,000**
MCCLA Grafica Project	**3,183**
CAAAC	
Residents Project	**10,183**
BAYVIEW OPERA HOUSE	
Carver Mural Project	**10,183**
SOMAR	
Johanna Poethig/Filipino Youth Project	**10,183**
Sunset Festival	**2,000**
Arts Providers Alliance of San Francisco	**800**
TOTAL	**$109,032**

2. ArtHouse Update

Motion to approve a letter from SFAC in support of the existing live/work ordinance and of ArtHouse conducting a study for future solutions to the current live/work ordinance problems.

3. WritersCorps Update

Review and discussion of 1997-98 WritersCorps Program and Budget

4. Program Director Report

5. New/old business

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING
Tuesday, September 9, 1997 4:30 p.m.
Art Commission Meeting Room
25 Van Ness Avenue, Suite 70
San Francisco, CA 94102

AGENDA

1. CAE 1997-98 Budget

Action Items requested on approval of expenditures for FY97-98

Motion to approve the expenditure of up to $167,000 from the Grants for the Arts Fund:

Chinatown Community Arts Program	**$19,000**
Community Works	**$18,000**
Girls' Afterschool Academy	**$18,000**
Central City Hospitality House	**$14,000**
Richmond District Neighborhood House	**$11,000**
Jamestown Community Center	**$ 9,000**
Continuum HIV Day Services	**$14,000**
TODCO	**$10,000**
Hunters Point Boys' & Girls Club	**$10,000**
CAE Program Expenses	**$44,000**
TOTAL	**$167,000**

2. Arts Education Update

Discussion and possible motion regarding Latinarte project.

Discussion of Arts Education Funders Collaborative Planning

3. WritersCorps Update

4. Program Director Report

5. New/old business

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING
Tuesday, October 14, 1997, 4:30 p.m.
San Francisco Art Commission Meeting Room
25 Van Ness Avenue, Suite 70
San Francisco, CA 94102

AGENDA

1. WritersCorps Update

   Motion to authorize the Director of Cultural Affairs to enter into a contract not to exceed $7,500 with Miriam Abrams for the development of a long range plan for the San Francisco WritersCorps.

2. Chinatown Community Arts Program Update

3. Arts Education Update

4. ArtHouse Update

5. Program Director Report

6. New/old business

Please Note: Meeting location at 25 Van Ness Avenue, Suite 70

City and County of San Francisco

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Community Arts and Education Program Committee Meeting
Tuesday, October 14, 1997, 4:30 p.m.
Minutes
San Francisco Art Commission, Suite 70

Commissioners Present: Willis Kirk, Nery Gotico, Andrew Lisac, Denise Roth, William Villa

Staff Present: Rethel Gill, Liz Lerma, Rich Newirth, Ann Wettrich, Elizabeth Chur (notetaker)

Commissioner Gotico called the meeting to order at 5:20 p.m. Commissioner Kirk arrived at 5:45 and assumed his role in chairing the meeting. The Commissioners welcomed Rethel Gill, Community Arts Education Intern for 1997-98.

1. WritersCorps Update
Liz Lerma reported that the WritersCorps program is now in its fourth year in San Francisco. This year, the program is no longer affiliated with the AmeriCorps National Network. The primary funder is now the Mayor's Office of Children, Youth, and Families. Liz distributed a handout listing Corps members' bios, a list of host sites, and the WritersCorps budget for FY 1997-98. Janet Heller is coordinating the program. This year there are fewer members in the Corps, but SFAC has been able to increase members' pay and offer health insurance. The Commissioners tabled discussion of the requested action item until later in the meeting when a quorum was present.

2. Arts Education Update
a. LatinArte Project: By way of review for Commissioner Roth, Ann summarized the history of the LatinArte project. LatinArte was a collaborative project intended to use resources and artists at the Mission Cultural Center for Latino Arts (MCCLA) to provide Latin American-focused arts education in Mission area schools and at the School of the Arts. The goal was to strengthen the Latin American arts curriculum in these schools, and to enhance ties between Mission area schools and the School of the Arts. The project was completed last May. LatinArte was funded by the San Francisco Art Commission (SFAC), San Francisco Unified School District (SFUSD), and the California Arts Council (CAC). The project did meet some of its artistic and educational goals; as a result of the project, SFUSD is now considering possibly incorporating elements of this project into the curriculum.

LatinArte experienced a number of administrative challenges, due to the turnover of the executive director's position at MCCLA, and difficulties with the project's administrator. Reports were turned in late and were incomplete. Ann is now in the process of closing out the project, pending submission of outstanding items from MCCLA. There were surpluses in a number of areas; i.e., $9964.13 in available funds were not spent.

b. Arts Education Funding Collaborative (AEFC): This is an alliance of 22 arts education grantmakers, formed in response to a need to make arts education available to all public schools. The group has initiated two main projects:

1) The Inside/Out guide, which is an arts education directory for San Francisco. It is updated every two to three years, and distributed to public and private schools, youth service agencies, and all public libraries in San Francisco. Rachelle Axel has been contracted to compile the next updated edition, which is scheduled to be completed in March, 1998. In response to its popularity, the print run will be increased from 3,000 to 4,500 copies. For the first time, 500 copies will be available to the general public for purchase from A Clean Well Lighted Place for Books.

2) For the past four years, the Professional Development Project has provided arts education training for principals and teachers from all 76 San Francisco elementary schools. Also, 73 schools applied for and were awarded AEFC grants. This project fundamentally changed the climate for arts education in San Francisco public schools; SFUSD has now allocated over $600,000 for arts education grants to elementary schools. AEFC Phase II (1997-2001) plans include providing more extensive professional development workshops for elementary and pre-K educators and upgrading the evaluation program, with assistance from a consultant.

c. Fundraising: Ann reported that the William and Flora Hewlett Foundation has just awarded AEFC a $150,000 four-year grant. Ninety-five percent of the 1997-98 project budget has been secured.

3. ArtHouse Update

Liz reported that there has been discussion about moving ArtHouse from CAE to Cultural Equity Grants (CEG). Commissioners have noted in CAE Committee discussions that this would be a SFAC staff decision. Judy West is the new Arthouse program administrator.

Note: at 5:45, Commissioners Kirk and Lisac arrived, forming a quorum of the Committee.

4. Program Director's Report

Liz reported that Grants for the Arts (GFTA) will hold a public meeting on October 21. CAE receives GFTA funds for its Programs In the Community (PIC) granting program, which supports arts in social service organizations. Commissioners Lisac and Gotico volunteered to speak in support of increasing such funding at the meeting.

5. WritersCorps: Action Item
At the suggestion of Jeff Mori of the Mayor's Office of Children, Youth, and Families, staff has researched consultants who could develop a long range plan by February 1, 1998 for the WritersCorps program. This plan would facilitate the program's incorporation into the City's budget process.

Motion made by Commissioner Gotico to authorize the Director of Cultural Affairs to enter into a contract not to exceed $7,500 with Miriam Abrams for the development of a long range plan for the San Francisco WritersCorps. Motion seconded by Commissioner Roth and unanimously approved.

Commissioner Lisac noted that he would welcome an opportunity to meet WritersCorps members.

Note: at 5:50, Commissioner Roth departed; Commissioner Villa arrived.

6. Program Director's Report: Continued
Hotel Tax Line Item Legislation Update: Liz reported that all funds have been released to SFAC. The SFAC is preparing interim grant agreements with the cultural centers, but cannot distribute these until all outstanding reports have been submitted. Liz also reported that in response to concerns voiced at the cultural center directors' meeting on October 11, the Hotel Tax Line Item budget may need to be revised. In the current version, if all funding is earmarked for programming, the centers will be unable to pay for administrative staffing.

Rich reported that at the October 11 meeting, the center directors agreed to have the SFAC provide custodial, maintenance, and security services through contracts. Rich asked directors to recommend a method for allocating facility operations and professional services funds among the centers. Rich had also clarified that SFAC would like to supplement existing facility operations services rather than replace them. He noted that any proposed budget revisions would be brought to the Committee. Commissioner Kirk noted that each center would have different needs, and that it would be acceptable to negotiate to meet these needs. Commissioner Lisac noted that in the future, it would be desirable to further break out budgets to uniformly indicate how much each center is allocating for administrative costs. Liz noted that the center directors agreed to develop a system to administer collaborative programming; applications for collaborative programming would be submitted by existing cultural centers, in collaboration with the new centers.

Note: at 6:00, Commissioners Kirk and Gotico departed.

Asian Pacific Islander Arts Community Development Initiative: Liz reported that the pre-planning committee interviewed five candidates. Staff are now in negotiation with the top candidate, who is requesting more than was budgeted for the project. Liz noted that Commissioner Mirikitani would like the SFAC to broaden its partnership in the API community, and suggested inviting the Kearny Street Workshop to take on a greater role in planning and implementing the project. Commissioner Mirikitani invited interested CAE Committee members to meet at Glide to further discuss the project.

CAE Granting Programs Update: CAE has distributed grant agreements for FY 1997-98 to its Programs In the Community, Special Projects, and Festival grantees. In response to the City's effort to standardize contracts, there is a new and more extensive contract this year. Also, grantees will be required to comply with the nondiscrimination in benefits and contracts ordinance. There are new and continuing grantees this fiscal year. Additional funds have been budgeted for this year to expand CAE's outreach efforts for its granting programs.

6. **Chinatown Community Arts Program Update**
The San Francisco Symphony String Quartet will perform a concert at CCAP on Sunday, November 2 at 2 p.m. Contact Julie Cheung for free tickets.

Commissioner Lisac adjourned the meeting at 6:20 p.m.

Minutes submitted for approval by:

Liz Lerma
Program Director, Community Arts and Education

Minutes reviewed by:

Richard Newirth
Director of Cultural Affairs

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

Tuesday, November 4, 1997, 4:30 p.m.
San Francisco Art Commission Meeting Room
25 Van Ness Avenue, Suite 70
San Francisco, CA 94102

AGENDA

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1. WritersCorps Update
2. Chinatown Community Arts Program Update
3. Arts Education Update
4. Program Director Report

   Update, budget review, discussion and possible motion regarding API Project.

   Update, budget review, discussion and possible motion regarding implementation of the Hotel Tax Reallocation Legislation.

   PIC Granting Program outreach discussion and call for prospective panelists.

5. New/old business

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

The Community Arts and Education Program Committee Meeting regularly scheduled for Tuesday, December 9 at 4:30 p.m. at 25 Van Ness Avenue, Suite 70 has been cancelled.

A special Community Arts and Education Program Committee Meeting has been scheduled for Monday, December 15 at 3:00 p.m. The agenda will be forthcoming.

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE SPECIAL MEETING

Monday, December 15, 1997, 3:00 to 5:00 p.m.
San Francisco Human Rights Commission Conference Room
25 Van Ness Avenue, 8th Floor
San Francisco, CA 94102

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REVISED AGENDA

1. WritersCorps Update - 5 minutes

   Motion to approve $100 honoraria each for Elissa Perry and Nila Rogosin for participating in the San Francisco WritersCorps Retreat on November 19, 1997.

   Motion to approve the Director of Cultural Affairs to enter into contract not to exceed $3,000 with Dianne Platner for book design and consultation for San Francisco WritersCorps.

   Motion to approve payment of $3,600 to Media Alliance for WritersCorps training for 1997-98.

2. Arts Education Update - 5 minutes

   Motion to commend the Arts Education Funders' Collaborative (AEFC) for its long-term commitment and effective work in advancing arts education within San Francisco public schools. The San Francisco Art Commission recognizes the AEFC's valuable work in providing educators with professional development workshops and support materials, and for reinforcing educational alliances with local arts organizations and artists.

   Request for CAE Commissioner participation in Arts Education Funders Collaborative reception on February 5, 1998 from 4 to 6 p.m. at Center for the Arts.

3. Chinatown Community Arts Program Update - 5 minutes

   Motion to accept and expend up to $3,000 for CCAP program expenses from the San Francisco Symphony Funds.

4. ArtHouse Update - 5 minutes

   Motion to approve a grant of $11,500 from the Public Art Fund and $13,500 from the California Arts Council Grant Funds to California Lawyers for the Arts for ArtHouse expenses in FY 1997-98.

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COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE
SPECIAL MEETING
Monday, December 15, 1997, 3:00 to 5:00 p.m.
San Francisco Human Rights Commission Conference Room
25 Van Ness Avenue, 8th Floor
San Francisco, CA 94102
AGENDA

5. Program Director Report

Motion to approve a grant of up to $5,000 from Hotel Tax Reallocation Legislation Funds to SOMAR (Friends of Support Services for the Arts) for the development of a needs assessment and financial reporting system for the cultural centers.

Motion to approve a grant of up to $9,100 from Capital Improvements Funds to Mission Cultural Center for Latino Arts to purchase and install a closed circuit television camera surveillance system in the center.

a. API Project - 20 minutes (Liz Lerma and Lawrence Thoo, Project Co-Directors)

Project implementation and structure discussion and possible motion.

b. Hotel Tax/Line Item Legislation Collaborative Programming Grant Application Review - 45 minutes

Review, discussion, and possible motion regarding Collaborative Programming Grants.

c. Cultural Centers Community Support Board Meeting - 25 minutes

Report, discussion (with possible public comment) and possible motion regarding Community Support Board Meetings.

d. Hotel Tax/Line Item Legislation standards of performance discussion - 20 minutes

Discussion and possible motion regarding the development of standards of performance for cultural centers relative to Hotel Tax/Line Item Legislation implementation and lease negotiations.

7. New/old business - 10 minutes

Discussion and possible scheduling of additional Special CAE Committee Meeting in January, 1998.

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE

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1. WritersCorps Update - 15 min.

   Motion to approve the Director of Cultural Affairs to enter into a contract not to exceed $5,000 with Lisa Meltzer to provide publication coordination for WritersCorps.

   Motion to approve payment of an honorarium to San Francisco Center for the Book for up to $500 for expenses related to WritersCorps training.

2. Arts Education Update - 10 min.

   Commission participation in AEFC Steering Committee request

3. Chinatown Community Arts Program Update - 5 min.

4. Program Director Report

   a. Mission Cultural Center for Latino Arts discussion regarding installation of closed circuit television camera surveillance system in the center - 10 min.

      Motion to approve a grant of up to $9,100 from Capital Improvements Funds to Mission Cultural Center for Latino Arts to purchase and install a closed circuit television camera surveillance system in the center.

   b. Hotel Tax/Line Item Legislation -

      i. Update regarding legislation implementation - 10 min.

      ii. Discussion regarding the development of standards of performance for cultural centers relative to Hotel Tax/Line Item Legislation implementation and lease negotiations - 20 min. (Cultural Center Directors have been invited)

      iii. Collaborative Programming - 10 min.
      Discussion regarding 1998-99 process

   c. Programs in the Community Grant Program - 5 min.
      Discussion regarding panel recommendations

   d. API Project update - 5 min.

5. New/old business - 10 min.

City and County of San Francisco

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SAN FRANCISCO ART COMMISSION

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE
Tuesday, February 10, 1998, 4:30 p.m.
25 Van Ness Avenue, Suite 70
San Francisco, CA 94102

agenda

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OPS Symphony Concerts
Public Art

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Art Commission Gallery
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415.554.6080

1. Chinatown Community Arts Program Update - 5 min.

2. WritersCorps Update - 15 min.

   Report on National WritersCorps Meeting

3. Arts Education Update - 10 min.

4. Program Director Report - 45 min.

   Motion to authorize the Director of Cultural Affairs to submit a grant application to Grants for the Arts for the Community Arts and Education Program.

   Update on Implementation of Hotel Tax/Line Item Legislation

   Update on Asian Pacific Islander Arts Community Development Initiative

5. New/old business - 10 minutes

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE

Tuesday, March 10, 1998, 4:30 p.m.
25 Van Ness Avenue, Suite 70
San Francisco, CA 94102

Agenda

1. Chinatown Community Arts Program Update - 5 min.

2. WritersCorps Update - 10 min.

   Motion to authorize the Director of Cultural Affairs to enter into a contract not to exceed $750 with Pamela Z for WritersCorps database development.

   Motion to approve payment of up to $2,000 to Color 3 Lab for printing of recruitment posters for WritersCorps

3. Arts Education Update - 10 min.

4. Program Director Report - 60 min.

   a. **Report, discussion and possible motion regarding Mission Cultural Center for Latino Arts re. security issues. - 15 min.**

   b. Hotel Tax/Line Item Legislation - 30 min.
      i. Update on 1997-98 Implementation
      ii. 1998-99 Preliminary Budget Review

   c. Update on Asian Pacific Islander Arts Community Development Initiative - 15 min.

5. New/old business - 10 minutes

CITY AND COUNTY OF SAN FRANCISCO

SAN FRANCISCO ART COMMISSION

Agenda

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE
Tuesday, March 10, 1998, 4:30 p.m.
25 Van Ness Avenue, Suite 70
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5. New/old business - 10 minutes

City and County of San Francisco

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE
Tuesday, March 10, 1998, 4:30 p.m.
25 Van Ness Avenue, Suite 70
San Francisco, CA 94102

1. Chinatown Community Arts Program Update - 5 min.

2. WritersCorps Update - 10 min.

   Motion to authorize payment not to exceed $750 to Pamela Z for WritersCorps database development.

   Motion to approve payment of up to $2,000 to Color 3 Lab for printing of recruitment posters for WritersCorps

3. Arts Education Update - 10 min.

4. Program Director Report - 60 min.

   a. **Report, discussion and possible motion regarding Mission Cultural Center for Latino Arts re. security issues.** - 15 min.

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      i. Update on 1997-98 Implementation
      ii. 1998-99 Preliminary Budget Review

   c. Update on Asian Pacific Islander Arts Community Development Initiative - 15 min.

5. New/old business - 10 minutes

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COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE
Monday, April 6, 1998, 2:30 p.m.
25 Van Ness Avenue, Suite 70
San Francisco, CA 94102

1. Security Issues at Mission Cultural Center for Latino Arts

   Motion to approve payment of up to $9,100 from Capital Improvements Funds to ADT Security Services to purchase and install a closed circuit television camera surveillance system at Mission Cultural Center for Latino Arts.

2. New/Old Business

City and County of
San Francisco

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MEETING RESCHEDULED

COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE
Regular meeting on Tuesday, April 14 at 4:30 p.m.
has been rescheduled to Tuesday, April 28 at 4:30 p.m.
25 Van Ness Avenue, Suite 70
San Francisco, CA 94102

Agenda to follow.

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Community Arts and Education Program Committee Meeting scheduled for Tuesday, April 28 at 4:30 p.m. has been cancelled.

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SPECIAL MEETING

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE
AGENDA
Tuesday, April 28, 1998, 4:30 p.m.
25 Van Ness Avenue, Suite 70
San Francisco, CA 94102

1. WritersCorps Update

Motion to rescind Resolution No. 0406-98-128 approving payment of up to $2,000 to Color 3 Lab for printing of recruitment posters for WritersCorps.

Motion to approve payment of up to $3,100 to Color 3 Lab for printing of recruitment posters for WritersCorps.

Motion to approve payment of an honorarium to Will Power of Midnight Voices not to exceed $300 for performance training for youth readers and emcee services for the "Same Difference: Celebrating Young Writers on Race" book release, reading and reception on June 9, 1998.

Motion to approve payment not to exceed $400 to Linda Carucci's Kitchen for catering for the "Same Difference: Celebrating Young Writers on Race" book release, reading and reception on June 9, 1998.

Motion to approve payment of an honorarium not to exceed $1,000 to Victor Martinez for his introduction to the WritersCorps anthology, "Same Difference."

Motion to approve payment of an honorarium not to exceed $500 to Rigo '98 for his drawing for the cover of the WritersCorps anthology, "Same Difference."

Motion to approve payment not to exceed $2,100 to Dianne Platner for the design and pre-press production of the WritersCorps anthology, "Same Difference."

2. Arts Education Update

Motion to accept and expend a $1000 grant from the California State Summer School for the Arts Foundation for catering and entertainment expenses at the California State Summer School for the Arts Awards Ceremony in May, 1998.

City and County of San Francisco

Motion to recognize that the San Francisco Art Commission congratulates San Francisco high school students on their acceptance into the California State Summer School for the Arts and salutes them as 1998 California Art Scholars.

Motion to refund $4,135.05 to the San Francisco Unified School District, which represents unexpended funds for the Latin American Arts Education Initiative (LatinArte) project; acceptance and expenditure of these funds was authorized by Resolution No. 0909-96-451.

3. Chinatown Community Arts Program Update

4. Program Director's Report

Motion to approve the following pool of panelists for the Programs In the Community grant program: Ruth Asawa, Artist; Deedra Jackson, Mayor's Office of Children, Youth and Families; Genevieve Lim, New College of California; Sonia BasSheva Manjon, Manjon International Services; Maria Pinedo; Stephen Shapiro, Community Music Center; Andrew Wood, World Arts West.

Motion to approve increasing the grants by up to $60,000 to the Bayview Opera House, Center for African and African American Art And Culture, Mission Cultural Center for Latino Arts, and Friends of Support Services for the Arts/SOMAR, from the 1997-98 Hotel Tax Reallocation Legislation funds.

Update on Implementation of Hotel Tax Reallocation Legislation and Development of Cultural Center Leases.

5. New/Old Business

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE
AGENDA

Tuesday, May 12, 1998, 4:30 p.m.
25 Van Ness Avenue, Suite 70
San Francisco, CA 94102

1. Chinatown Community Arts Program Update

2. WritersCorps Update

   Motion to grant the California Assembly of Local Arts Agencies (CALAA) up to $25,000 to administer payment to Miriam Abrams for national consulting on behalf of the San Francisco Art Commission and the National WritersCorps Alliance.

   Motion to approve additional payment to Lisa Meltzer not to exceed $1,500 for publication coordination for WritersCorps.

3. Arts Education Update

4. Program Director's Report

   Motion to approve reimbursement of public transportation, mileage, parking and toll expenses, up to the per diem limits of the city, for panelists selected to serve on Community Arts and Education panels.

   Discussion and possible motion to approve cultural center leases for Bayview Opera House, Mission Cultural Center for Latino Arts and Friends of Support Services for the Arts/SOMAR as written, or with amendments.

5. New/Old Business

City and County of San Francisco

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Notice #1
6/9/98
Canceled

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

The Community Arts and Education Program Committee Meeting regularly scheduled for Tuesday, June 9, 1998 at 4:30 p.m. at 25 Van Ness Avenue, Suite 70 has been cancelled.

A special Community Arts and Education Program Committee Meeting has been scheduled for Wednesday, June 10 at 4:30 p.m. at 25 Van Ness Avenue, Room 330B. The agenda will be forthcoming.

City and County of San Francisco

25 Van Ness Ave. Suite 240, San Francisco, CA. 94102 tel. 415.252.2590 fax 415.252.2595

SAN FRANCISCO ART COMMISSION

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE SPECIAL MEETING AGENDA

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Wednesday, June 10, 1998, 4:30 p.m.
25 Van Ness Avenue, Room 330B
San Francisco, CA 94102

1. Chinatown Community Arts Program Update

2. WritersCorps Update

Motion to approve payment to Apropos caterers not to exceed $800 for their services at the June 9, 1998 WritersCorps reading and reception.

Motion to approve payment to videographer Lise Swenson not to exceed $1,000 for WritersCorps.

Motion to approve payment to photographer Bob Hsiang not to exceed $500 for WritersCorps.

3. Arts Education Update

Motion to approve the expenditure of a grant to Golden Gate University of up to $7,500 from funds received from the San Francisco Foundation Community Initiatives Fund for the stipend for arts education intern.

4. Program Director's Report

a. **Motion to approve the expenditure of up to $167,000 from the Grants for the Arts Fund:**

Chinatown Community Arts Program	**$19,000**
CAE Program Expenses	**$41,000**

Programs In the Community (PIC) grantee organizations, as recommended by the PIC review panel:

(Grantees and amounts to be announced at the meeting)

CITY AND COUNTY OF SAN FRANCISCO

b. **Discussion and possible motion regarding additional interim grant agreement funding for the cultural centers for FY 1998-99. One of the following two motions may be adopted:**

Motion to approve additional interim grants from Fiscal Year 1998-99 Hotel Tax Reallocation Legislation funds for cultural center programming, operations and facility maintenance for the beginning of Fiscal Year 1998-99 as follows:

Bayview Opera House	**$50,000**
Center for African and African American Art and Culture (CAAAC)	**$50,000**
Mission Cultural Center for Latino Arts	**$50,000**
Friends of Support Services for the Arts/ South of Market Cultural Center (SOMAR)	**$50,000**

Motion to approve grants for the entire Fiscal Year 1998-99, subject to budget approval by the full Art Commission, for cultural center programming, operations and facility maintenance as follows (grant amounts to be announced at meeting):

Bayview Opera House	**$_____**
Center for African and African American Art and Culture (CAAAC)	**$_____**
Mission Cultural Center for Latino Arts	**$_____**
Friends of Support Services for the Arts/ South of Market Cultural Center (SOMAR)	**$_____**

c. **Discussion and possible motion related to FY 1998-99 expenditures from Youth Arts Fund**

5. New/Old Business

ACCESSIBILITY INFORMATION

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Accessible seating for persons with disabilities, including those in wheelchairs, will be available.

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE AGENDA

Tuesday, July 14, 1998, 4:30 p.m.
25 Van Ness Avenue, Suite 70
San Francisco, CA 94102

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1. Chinatown Community Arts Program Update

2. WritersCorps Update

3. Arts Education Update

Motion to approve payment up to $10,000 for a grant to the San Francisco Foundation Community Initiative Funds to support 1998-99 Arts Education Funders Collaborative activities.

4. Program Director's Report

Motion to approve the balance of grant funds for Fiscal Year 1998-99 from Hotel Tax Reallocation Legislation funds for cultural center programming, operations and facility maintenance as follows:

Bayview Opera House	**$109,750**
Center for African and African American Art and Culture (CAAAC)	**$290,250**
Mission Cultural Center for Latino Arts	**$273,750**
Friends of Support Services for the Arts/ South of Market Cultural Center (SOMAR)	**$462,250**

(Note: The SFAC has already approved $100,000 per cultural center for interim grants for fiscal year 1998-99.)

5. New/Old Business

City and County of San Francisco

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For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 554-4851.

Attention: Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Admin Code 16.520 - 16.534] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 1390 Market Street #701, San Francisco, CA 94102, telephone (415) 554-9510, fax (415) 703-0121 and web site http://www.ci.sf.ca.us/ethics/.

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Community Arts and Education
Program Committee Meeting
Tuesday, July 14, 1998, 4:30 p.m.
Minutes
San Francisco Art Commission, 25 Van Ness Avenue, Suite 70

Commissioners Present: **Andrew Brother Elk, Nery Gotico, Janice Mirikitani, William Villa**

Staff Present: **Julie Cheung, Janet Heller, Liz Lerma, Rich Newirth, Derek Sikkelee, Ann Wettrich, Elizabeth Chur (notetaker)**

Commissioner Gotico called the meeting to order at 4:40 p.m.

1. Chinatown Community Arts Program Update
Chinatown Community Arts Program (CCAP) Director Julie Cheung reported that an exhibit of work by Asian American artists will be at the Community Arts Gallery through August 15; a reception was held on Saturday, July 11. Commissioners Gotico and Villa thanked Ms. Cheung for pictures of prior CCAP events.

2. WritersCorps Update
WritersCorps Director Janet Heller reported that staff are in the process of selecting teachers for the 1998-99 school year. As noted in the WritersCorps Five Year Plan, the program will hire more experienced teachers. Ms. Heller, Director of Community Arts and Education Liz Lerma, and writer and community activist Truong Tran are selection panelists. WritersCorps will hire seven to ten teachers, based on funding availability.

Other updates included:
Press Coverage: Poet laureate Robert Pinsky wrote an op-ed piece in *The New York Times* about WritersCorps; Ms. Heller will forward a copy to Commissioners.

Partnership with Borders: Borders Books and Music has worked extensively with the Washington, D.C. chapter of WritersCorps on poetry slams, and is interested in sponsoring the development of a national poetry slam league, in conjunction with other corporate sponsors. Borders is considering funding $40,000 per WritersCorps site, which will enable youth participants to read their poetry locally, as well as travel to the Kennedy Center in Washington, D.C. to compete and also to participate in writing workshops. Decisions should be made by late summer.

Site Libraries: In cooperation with Small Press Distribution, WritersCorps is developing in-house libraries at four WritersCorps sites. These libraries will allow youth to check out books and will serve as sites for author tours.

Newsletter: The summer issue of the WritersCorps newsletter is in production.

National Meeting: The next national meeting of WritersCorps is scheduled for August, 1998 in New York.

Note: Commissioner MIrikitani arrived at 4:50, forming a quorum.

3. Arts Education Update

Arts Education Officer Ann Wettrich distributed the 1998-99 Arts Education Funders' Collaborative (AEFC) grant proposal and project description to the Committee, and highlighted several new developments. In response to evaluation feedback from participants, teacher training will be held in the fall instead of the spring, in order to give teachers more time to implement what they learned from the workshops. The annual kickoff reception will be held at the Yerba Buena Center for the Arts on October 8; Ms. Wettrich requested that a Commissioner speak at the event. The 300 new elementary school teachers will receive an arts education orientation packet, which will include the *Inside/Out* resource guide and will outline AEFC services and resources. The project will continue to conduct professional development workshops and elementary arts mini-institutes. The pre-K/child development services component will be expanded, and will include an orientation for child development centers and a series of workshops. Publications of the project include updating the *Inside/Out* resource guide online; producing nine best practices reports over the next three years; and providing support for the San Francisco Unified School District's *Elementary Arts Portfolio* newsletter. A new evaluation tool will be a three-year case study of two elementary schools. A "Futures" sub-committee will make recommendations to the AEFC at the conclusion of the project regarding arts education progress and needs.

> **Motion made by Commissioner Mirikitani to approve payment up to $10,000 for a grant to the San Francisco Foundation Community Initiative Funds to support 1998-99 Arts Education Funders Collaborative activities. Motion seconded by Commissioner Villa and unanimously approved.**

In response to questions from Commissioners, Ms. Wettrich reported that due to budget cutbacks, SFUSD funds for arts education grants have been cut by 50%. However, with advocacy from arts education groups, the Board of Education voted to make arts education grants a priority area for restoration of full funding if school district funds are reinstated.

4. Program Director's Report

Ms. Lerma reported that SFAC staff and all cultural center directors are recommending a proposed budget for Hotel Tax Reallocation Legislation Funds for FY 1998-99. Kola Akintola-Thomas, executive director of the Center for African and African American Art and Culture, thanked the SFAC for its support of the cultural centers, apologized for past statements by some of its constituents, and encouraged Commissioners to approve the proposed budget. He also invited Commissioners to visit the cultural centers. In response to a request from Commissioner Brother Elk, Ms. Lerma will send a summary of the Hotel Tax Reallocation Legislation Funds budget from FY 1997-98 for comparative purposes.

Motion made by Commissioner Mirikitani to approve the 1998-99 cultural center line item budget and balance of grant funds for Fiscal Year 1998-99 from Hotel Tax Reallocation Legislation funds for cultural center programming, operations and facility maintenance as follows:

Bayview Opera House	$109,750
Center for African and African American Art and Culture (CAAAC)	$290,250
Mission Cultural Center for Latino Arts	$273,750
Friends of Support Services for the Arts/ South of Market Cultural Center (SOMAR)	$462,250

(Note: The SFAC has already approved $100,000 per cultural center for interim grants for fiscal year 1998-99.)

Motion seconded by Commissioner Brother Elk and unanimously approved.

Ms. Lerma also reported that CAE is developing a granting program for organizations whose mission is focused on arts education; CAE will seek input from the field in developing this granting program. Commissioners expressed support for such a grant program.

Commissioner Kirk adjourned the meeting at 5:15 p.m.

Minutes submitted for approval by:

Liz Lerma
Program Director, Community Arts and Education

Minutes reviewed by:

Richard Newirth
Director of Cultural Affairs

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE
AGENDA

Tuesday, August 11, 1998, 4:30 p.m.
25 Van Ness Avenue, Suite 70
San Francisco, CA 94102

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1. Chinatown Community Arts Program Update

2. WritersCorps Update

Motion to approve payment up to $10,000 to Judith Tannenbaum for training coordination, development of training materials and facilitation for WritersCorps.

3. Arts Education Update

Motion to approve payment up to $5,000 from the Youth Arts Fund for a grant to Golden Gate University to organize a symposium on arts education that will be co-sponsored by the San Francisco Art Commission, in conjunction with the Arts Providers Alliance of San Francisco and the Northern California Chapter of ArtTable.

4. Program Director's Report

Motion to authorize the Director of Cultural Affairs and his staff to work with the acting General Manager of Recreation and Parks and his staff to pursue art education projects in the City's recreation centers, and specifically, to develop a comprehensive art education program in recreation centers that can be submitted for funding in the budget for Fiscal Year 1999-2000.

Motion to approve the expenditure of up to $20,350 from the 1998-99 Grants for the Arts Fund to the following organizations for neighborhood festivals:

Bernal Heights Neighborhood Center (Fiesta on the Hill)	**$3,250**
Precita Eyes Mural Arts Center (Precita Eyes Festival)	**$3,100**
509 Cultural Center/Luggage Store (In The Street Theatre Festival)	**$3,250**
OMI Business League (Oceanview-Merced-Ingleside Festival)	**$8,250**
Sunset District Community Development (Sunset Festival)	**$2,500**

5. New/Old Business

City and County of San Francisco

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE
AGENDA
Tuesday, September 29, 1998, 4:30 p.m.
25 Van Ness Avenue, Suite 70
San Francisco, CA 94102

1. Chinatown Community Arts Program Update

2. WritersCorps Update

Motion to authorize the Director of Cultural Affairs to enter into agreement with nine (9) teachers of the San Francisco WritersCorps to teach creative writing and approve payment for up to $133,525.00.

Motion to approve payment of honoraria to the following for expenses related to WritersCorps training:

Juana Alicia	**$100.00**
Raz Kennedy	**$100.00**
Charles McNeal	**$100.00**
Elissa Perry	**$100.00**
Elise Washington	**$100.00**
Carrie Kartman	**$100.00**
Stephen Beachy	**$100.00**
Scott Meltsner	**$100.00**
Rigo '98	**$100.00**
Claudia Anderson	**$100.00**
CRDC	**$100.00**
(Career Resources Development Center)	
Johanna Poethig	**$100.00**
Gemma Mirkinson	**$50.00**
Stephanie Dunlap	**$50.00**
Debbie Landeros	**$50.00**
Shaugra Rogers	**$50.00**

Motion to approve payment to Media Alliance for training for WritersCorps teachers and staff for up to $700.00.

City and County of San Francisco

3. Arts Education Update

Motion to approve payment of up to $1,553.00 from the Public Art Fund and up to $2,942.00 from the Youth Arts Fund to Golden Gate University to extend arts education internship support for up to 20 hours per week.

Motion to approve the following individuals to be considered as panelists for the FY1998-99 Arts Education Organization Grants Program:

Stephen Shapiro, Director, Community Music Center
Sheila Pressley, Director, Youth Ambassador Program, de Young Museum
Eduardo Pineda, MOMA
John Weber, MOMA
Chip McNeal, Education, San Francisco Ballet
Regina Mouton, Education Director, YBC for the Performing Arts
Georgia Heise, Exploratorium
Mildred Howard, Exploratorium
Joel Robinson, Director, Recreation and Parks
Margie O'Driscoll, Director, Friends of the Library
Sally Ann Ryan, Visual and Performing Arts Administrator, SFUSD
Frances Phillips, Program Officer, Walter & Elise Haas Fund
Linda Howe, Program Officer, Zellerbach Family Fund
Juana Elissia, Urban Arts Institute
Matt Schwartzman, Urban Arts Institute
Susan Cervantes, Precita Eyes Center
Yohanna Poetig, Artist
Constance Grey, Oakland Cultural Council
Keith Archuleta, Emerald Consulting
Joe Andrews, Mayor's Office
Matthew Onik, SF Youth Commission
Marv Becktel, School of the Arts
Lois Gordon, Director, The Jewish Museum
Amy Kershaw, Mayor's Office of Children, Youth & Families
Pat Kaussen, Richmond District Neighborhood House
Marcia Kimmel, Director, The Next Stage
Sonia Manjon, Program Director, CAAAC
Sharon Evans, Graphic Directions
Debora Iyall, Artist
Pearl Ubungen, Artistic Director, Pearl Ubungen Dancers and Musicians

Gregory Gavin, Will Power Art Studios
Judy Nihei, API Project Coordinator
Genny Lim, Artist
Michael Rauner, Education Coordinator, CameraWork

4. Program Director's Report

Motion to recognize the formal name change of the organization operating the South of Market Cultural Center from Friends and Support Services of the Arts/SOMAR to SOMARTS.

Motion to approve the expenditure of up to $6,800 from the FY 1998-99 Youth Arts Fund to fund the following organizations for neighborhood festivals:

Young Audiences (Arts Providers Alliance)	**$800.00**
SFUSD (Youth Arts Festival)	**$6,000.00**

5. New/Old Business

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Community Arts and Education
Program Committee Meeting
Tuesday, September 29, 1998, 4:30 p.m.
San Francisco Art Commission, 25 Van Ness Avenue, Suite 70

MINUTES

Commissioners Present: **Andrew Brother Elk, Nery Gotico, Willis Kirk, Denise Roth**

Staff Present: **Janet Heller, Liz Lerma, Derek Sikkelee (notetaker), Ann Wettrich**

Commissioner Kirk called the meeting to order at 4:37 p.m.

1. Chinatown Community Arts Program Update
Community Arts and Education (CAE) Program Director Liz Lerma stated that former Director Julie Cheung would continue to work part-time as the director of the Chinatown Community Arts Program through the month of November. The open position will be posted at the Department of Human Resources and qualified candidates are encouraged to apply.

Commissioner Brother Elk arrived at 4:45 p.m.

2. WritersCorps Update

Motion made by Commissioner Kirk to authorize the Director of Cultural Affairs to enter into an agreement with nine (9) teachers of the San Francisco WritersCorps to teach creative writing and approve payment for up to $133,525.00. Motion seconded by Commissioner Gotico and unanimously approved.

Motion made by Commissioner Kirk to approve payment of honoraria to the following for expenses related to WritersCorps training:

Juana Alicia	**$100.00**
Raz Kennedy	**$100.00**
Charles McNeal	**$100.00**
Elissa Perry	**$100.00**
Elise Washington	**$100.00**
Carrie Kartman	**$100.00**
Stephen Beachy	**$100.00**
Scott Meltsner	**$100.00**
Rigo '98	**$100.00**
Claudia Anderson	**$100.00**

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CRDC	**$100.00**
(Career Resources Development Center)	
Johanna Poethig	**$100.00**
Gemma Mirkinson	**$50.00**
Stephanie Dunlap	**$50.00**
Debbie Landeros	**$50.00**
Shaugra Rogers	**$50.00**

Motion seconded by Commissioner Gotico and unanimously approved.

Motion made by Commissioner Kirk to approve payment to Media Alliance for training for WritersCorps teachers and staff for up to $700.00. Motion seconded by Commissioner Gotico and unanimously approved.

WritersCorps Site Coordinator Janet Heller reported that WritersCorps would bring the seven or eight new teacher hires to meet the Committee or possibly the full commission in October or November. Significant positive changes have been made since last year in an effort to improve the program. The new teachers will participate in a five-day training that will include teaching techniques, poetry readings, and a ropes course. Training will incorporate panels including former teachers and youth. As part of their contract, teachers will have membership with Media Alliance which will provide them with access to health care and additional training. The teachers work hours have been increased to 25 per week from last year's 20 per week. Judith Tannenbaum was hired as the training coordinator.

WritersCorps is addressing the areas of need as delineated in the five-year plan by working on new sites such as in the Mission District's Padre Palue and Sunnydale's GAZA.

San Francisco has been selected as the site to host the Writers Corps Youth Poetry Slam League with the kick off date scheduled tentatively for January 22, 1999. Writer Toni Morrison is a possible speaker for this event.

This month a grant for $180,000 was submitted to the National Endowment for the Arts, which if received, would be used for writers' fees and increased WritersCorps services.

Ms. Heller announced she would become a City employee effective October 1, 1998.

Commissioner Kirk commended Ms. Heller on her great work and success with expanding and improving WritersCorps.

3. Arts Education Update

Motion made by Commissioner Kirk to approve payment of up to $1,553.00 from the Public Art Fund and up to $2,942.00 from the Youth Arts Fund to Golden Gate University to extend arts education internship support for up to 20 hours per week. Motion seconded by Commissioner Brother Elk and unanimously approved.

Motion made by Commissioner Kirk to approve the following individuals to be considered as panelists for the FY1998-99 Arts Education Organization Grants Program:

Stephen Shapiro, Director, Community Music Center
Sheila Pressley, Director, Youth Ambassador Program, de Young Museum
Eduardo Pineda, MOMA
John Weber, MOMA
Chip McNeal, Education, San Francisco Ballet
Regina Mouton, Education Director, YBC for the Performing Arts
Georgia Heise, Exploratorium
Mildred Howard, Exploratorium
Joel Robinson, Director, Recreation and Parks
Margie O'Driscoll, Director, Friends of the Library
Sally Ann Ryan, Visual and Performing Arts Administrator, SFUSD
Frances Phillips, Program Officer, Walter & Elise Haas Fund
Linda Howe, Program Officer, Zellerbach Family Fund
Juana Elissia, Urban Arts Institute
Matt Schwartzman, Urban Arts Institute
Susan Cervantes, Precita Eyes Center
Yohanna Poetig, Artist
Constance Grey, Oakland Cultural Council
Keith Archuleta, Emerald Consulting
Joe Andrews, Mayor's Office
Matthew Onik, SF Youth Commission
Marv Becktel, School of the Arts
Lois Gordon, Director, The Jewish Museum
Amy Kershaw, Mayor's Office of Children, Youth & Families
Pat Kaussen, Richmond District Neighborhood House
Marcia Kimmel, Director, The Next Stage
Sonia Manjon, Program Director, CAAAC
Sharon Evans, Graphic Directions
Debora Iyall, Artist
Pearl Ubungen, Artistic Director, Pearl Ubungen Dancers and Musicians
Gregory Gavin, Will Power Art Studios
Judy Nihei, API Project Coordinator
Genny Lim, Artist
Michael Rauner, Education Coordinator, CameraWork

Motion seconded by Commissioner Brother Elk and unanimously approved.

Arts Education Program Officer Ann Wettrich reported on the status of the Arts Education Organization Grants Program. Ms. Wettrich recently held two community meetings which she said were successful in their attempt to solicit public opinion. As a result, guidelines for the program were modified to address community concerns. Applications and guidelines have been sent to arts education organizations in the community and are available at 25 Van Ness Avenue, Suite 240 for distribution. The application deadline is October 30, 1998. The next step in the process is to develop a peer panel to be able to

review and rank applications in November. Panelists are being considered who are involved in youth centered arts education projects or organizations.

The Arts Education Funders' Collaborative is having its annual reception on October 8. Ms. Wettrich asked if Commissioner Roth could attend. Commissioner Roth replied that she could if the event was held in the late afternoon. All Commissioners were encouraged by Ms. Wettrich to attend the reception. She added that this reception provides an excellent opportunity to bring together and meet Child Development Program site managers, principals, educators, administrators, San Francisco Unified District leaders, Board of Education members, arts providers, grantmakers, and Art Commissioners. It provides a forum through which institutional changes for the betterment of arts education are made. Dr. Dan Kelly will give the keynote address.

Ms. Wettrich announced that AEFC is piloting new arts education mini-institutes for elementary school teachers. There will be four mini-institutes in the fall and spring, each consisting of two-hour sessions held every Tuesday and Thursday. In the fall, a visual arts institute and dance institute will run from October 27 through November 19. In the spring, a drama/literary arts institute and an art/architecture institute will run from February 23 through March 18. Each mini-institute consists of four sessions and is held after-school at the SFUSD Parkside Center. A capacity of 30 teachers per institute will allow 120 teachers to participate.

Ms. Wettrich noted that full funding has been reached for Fiscal Year 1998-99. Over $200,000 has been raised.

Arts Providers Survey Reports have been received and Ms. Wettrich stated she would be happy to provide the Commissioners with copies.

Commissioner Kirk expressed his concern that all area schools have been included in the survey and was assured by Ms. Wettrich that they were. There was an unusually high 91% response rate from the schools.

Commissioner Brother Elk commended Ms. Wettrich on the arts education portion of the Art Commission's web page and stated that he has noted praise from others regarding the site as well.

Ms. Wettrich added that the survey results reflect input from arts providers, elementary schools and workshop participants. Survey responses document significant growth in both quantity and quality of arts education at the elementary school level. The survey revealed that AEFC contributed to the following accomplishments:

- An increase in the level of school leadership, planning, and expectations for teaching and learning in the arts
- More funding from SFUSD and schools on arts education
- More hours of arts education being taught by arts providers and teachers
- All 76 elementary schools have an arts education plan on file with SFUSD

Ms. Wettrich reported that the Arts Education Symposium which is being organized with Golden Gate University is receiving great enthusiasm from other organizations. Organizations including the Arts Providers Alliance of San Francisco, ArtTable, the

Marin Arts Council, the Art Council of Silicon Valley, Zeum, and the Oakland Arts Council have agreed to contribute to the symposium's planning, funding, and organizational efforts. Ms Wettrich noted that an announcement notice is forthcoming and Commissioners are encouraged to attend the symposium on Friday, November 13, from 9:00 a.m. to 5:00 p.m. followed by a reception at Zeum from 6:00 to 8:00 p.m.

Commissioner Brother Elk stated that he would encourage other Commissioners to attend the reception.

Community Arts and Education Program Director Liz Lerma observed that the training needs of artists could be more efficient and effective if they acted as a regional group, representing collective interests. Ms. Lerma noted that a regional needs statement will be provided as a result of the Arts Education Symposium. Ms. Wettrich reported that Spider Kedelsky has been hired to produce case studies and best practice reports, which will be sent to the Committee.

4. Program Director's Report

Motion made by Commissioner Kirk to recognize the formal name change of the organization operating the South of Market Cultural Center from Friends and Support Services of the Arts/SOMAR to SOMARTS. Motion seconded by Commissioner Brother Elk and unanimously approved.

Motion made by Commissioner Kirk to approve the expenditure of up to $6,800 from the FY 1998-99 Youth Arts Fund to fund the following organizations for neighborhood festivals:

Young Audiences (Arts Providers Alliance)	**$800.00**
SFUSD (Youth Arts Festival)	**$6,000.00**

Motion seconded by Commissioner Gotico and unanimously approved.

Program Director Liz Lerma discussed the vacancies of the Program Aide position at the Chinatown Community Arts Program and the CAE Program Assistant position. Advertisements will be placed in Opportunity Nocs for these positions. Job announcements will be forwarded to Commissioners upon request when the Department of Human Resources has approved them. The Program Assistant position is in the process of being reclassified to reflect the duties of the position. Ms. Lerma asked the Committee to forward to her any possible candidates for consideration or forums for posting job announcements.

Commissioner Brother Elk suggested an advisory search committee to the Chinese Culture Center's Board for the CCAP position but stipulated that the SFAC retain control of who is hired.

Ms. Lerma stated that whoever is hired for the CCAP position should be able to incorporate the potential inclusion, on some level, of the Asian Pacific Islander community. Ms. Lerma noted that the CCAP has already demonstrated its support for the API community through program collaborations with the Kearny Street Workshop.

Ms. Lerma announced that a successful orientation session was recently held for the 1998-99 Programs in the Community recipients.

Ms. Lerma attended the Sunset Community Festival, sponsored by SFAC, which she said was well received and attended.

Ms. Lerma reported that the Cultural Centers were making much needed facility improvements. Their 1998-99 hotel tax funding is continuing to be steadily appropriated to support their operations, facility management and programming. Ms. Lerma noted that fine-tuning of the budget process needs to take place for 1999-00 funding. Critical areas of maintenance and operations need to be addressed.

5. New/Old Business

Commissioner Brother Elk expressed his enthusiasm about SFAC's web site and his desire to maximize its potential. He suggested that Commission approved links to meritorious organizations be placed on the site. He added that the site should be used as a system by the community to channel them back into community arts and to facilitate communication between arts organizations and community members.

Commissioner Kirk adjourned the meeting by 5:25 p.m.

Minutes submitted for approval by:

Liz Lerma
Director, Community Arts and Education Program Affairs

Minutes reviewed by:

Richard Newirth
Director of Cultural

SAN FRANCISCO ART COMMISSION

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Cultural Equity Grants
POPS Symphony Concerts
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Art Commission Gallery
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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE
AGENDA
Tuesday, October 13, 1998, 4:30 p.m.
25 Van Ness Avenue, Suite 70
San Francisco, CA 94102

MEETING CANCELLED

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE
AGENDA
Tuesday, November 10, 1998, 4:30 p.m.
25 Van Ness Avenue, Suite 70
San Francisco, CA 94102

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1. Chinatown Community Arts Program Update

2. WritersCorps Update

   Motion to grant the California Assembly of Local Arts Agencies (CALAA) up to $7,500 to administer payment to Miriam Abrams for national consulting on behalf of the San Francisco Art Commission and the National WritersCorps Alliance.

3. Arts Education Update

   Motion to approve the following five (5) individuals to serve as panelists for the Arts Education Organization Grants Program:

   Keith Archuleta, Emerald Consulting
   Gregory Gavin, Will Power Art Studios
   Debora Iyall, Artist
   Eduardo Pineda, MOMA
   Michael Rauner, Education Coordinator, Camera Work

4. Program Director's Report

5. New/Old Business

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE
AGENDA
Tuesday, December 8, 1998, 4:30 p.m.
25 Van Ness Avenue, Suite 70
San Francisco, CA 94102

1. Chinatown Community Arts Program Update

2. WritersCorps Update

3. Arts Education Update

Motion to approve Arts Education Organization Grants panel recommendations to provide the following eight organizations with grants of up to $5,000.00:

California Poets in the Schools
Leap...Imagination in Learning
New Conservatory Theatre
Performing Arts Workshop
San Francisco Arts Education Project
Streetside Stories
Teaching Inter-Media Literacy Tools (TILT)
Young Audiences of the Bay Area

4. Program Director's Report

Motion to approve twenty five percent (25%) advance on the collaborative programming budget from Fiscal Year 1998-99 Hotel Tax Funding as follows:

Center for African and African American Art and Culture	**$16,250.00**
SOMARTS	**$32,500.00**

5. New/Old Business

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Community Arts and Education Program Committee
Agenda

Tuesday, January 12, 1999
4:30 P.M.

25 Van Ness Avenue, Suite 70
San Francisco, California 94102

1 Chinatown Community Arts Program Update

2 WritersCorps Update

3 Arts Education Update

4 Program Director's Report

5 New/Old Business

City and County of San Francisco

25 Van Ness Ave. Suite 240, San Francisco, CA. 94102 Tel. 415.252.2590 Fax 415.252.2595

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Chapter 67 of the San Francisco Administrative Code

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For more information on your rights under the Sunshine Ordinance, or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, 415-554-6075.

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Richard Newirth
Director of Cultural Affairs

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mail: sfac@thecity.sfsu.edu

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE AGENDA

Tuesday, February 9, 1999, 4:30 p.m.
25 Van Ness, Suite 70
San Francisco, CA 94102

1. Chinatown Community Arts Program Update

   Motion to pay the Chinese Cultural Center up to $4,000 from Grants for the Arts fund for Chinese Spring Festival production and coordination.

2. WritersCorps Update

3. Arts Education Update

4. Program Director's Report

5. New/Old Business

City and County
of San Francisco

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Director of Cultural Affairs

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE
AGENDA

TUESDAY, MARCH 9, 1999
4:30 P.M.

SOMARTS
934 Brannan Street, Art Room
San Francisco, California 94103

1. Chinatown Community Arts Program Update

2. WritersCorps Update

Motion to pay Rick Rocamora up to $5,000 to provide photography of WritersCorps youth at participating sites to be published in the 1999 WritersCorps Anthology.

3. Arts Education Update

Motion to support the Neighborhood Parks Task Force request for appropriate funding from the Board of Supervisors to establish an Arts Recreation Program, the purpose of which is to deliver art and cultural workshops for all ages of San Franciscans in recreation centers and parks.

4. Program Director's Report

Discussion and possible motion regarding the term of the lease for the following Cultural Centers:

Bayview Opera House
Mission Cultural Center for Latino Arts
SOMARTS

CITY AND COUNTY
OF SAN FRANCISCO

Motion to approve reimbursement to Center for African and African American Art and Culture (CAAAC) for up to $26,940.22 from the remaining balance of CAAAC's Fiscal Year 1997-98 Hotel Tax Line Item allocation.

25 VAN NESS AVENUE, SUITE 240 SAN FRANCISCO, CA 94102 PHONE (415) 252-2590 FAX (415) 252-2595

Motion to authorize the Director of Cultural Affairs to apply retroactively for Grants for the Arts funding for 1999-2000.

Motion to approve the following pool of panelists for the Programs in the Community grant program:

Winna Davis, MOCYF
John Seto, Consultant
Andrew Wood, World Arts West
Brenda Berlin, Young Artists of the Bay Area
Gary Draper, Performing Arts Workshop
Rachelle Axel, Consultant
Karen Ransom, Stern Grove
Tom Ferentz, 6th Street Photography
Lester Jomes, Zellerbach Board
Grant Din, Asian Neighborhood Design
Sonia Manjon, NARAS
Juana Alicia, Institute for Urban Arts
Carol Mason, Performing Arts Workshop
Vanessa Wang, East Bay Community Foundation
Susan Cervantes, Precita Eyes Muralist
Matthew Onik, Youth Commission
Jennifer Ross, Oakland Department of Cultural Affairs
Arlene Schwartz, MOCHA
Jordan Simmons, East Bay Center for the Arts
Nancy Legge, Marin Arts Council
Emily Keeler, San Francisco Arts Education Project
Elissa Perry, Zeum
Gloria Jaramillo, Mexican Museum
Marie Acosta Ponce, Consultant
Olivia Armas, Mexican Museum
Janeen Antoine, American Indian Contemporary Arts
Pamela Wu, Asian American Theater Company
Nancy Ng, Asian American Dance Performances
Joe Rodriguez, San Jose Arts Council
Daniel Del Solar, Community Media Activists
Humberto Cintron, Bay Area Multicultural Telecommunications Association

5. New/Old Business

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SAN FRANCISCO ARTS COMMISSION

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RICHARD NEWIRTH
DIRECTOR OF CULTURAL AFFAIRS

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE
AGENDA

TUESDAY, APRIL 13, 1999
4:30 P.M.

BAYVIEW OPERA HOUSE
Ruth Williams Memorial Theater
4705 Third Street
San Francisco, California 94124

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SUITE 70

ART COMMISSION GALLERY
401 VAN NESS AVENUE
415.554.6080

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EMAIL: SFAC@THECITY.SFSU.EDU

1. Chinatown Community Arts Program Update

2. WritersCorps Update

Motion to pay Dorothy Allison $1,000 for her introduction to the 1999 WritersCorps anthology.

Motion to pay Margaret Kilgallen $1,000 for artwork created for the cover of the 1999 WritersCorps anthology and poster of the cover.

Motion to pay Lise Swenson up to $7,500 for a short promotional video on the WritersCorps project.

3. Arts Education Update

Motion to accept and expend a $1,000 grant from the California State Summer School for the Arts Foundation for catering and entertainment expenses at the California State Summer School for the Arts Awards Ceremony in May, 1999.

Motion to recognize that the San Francisco Art Commission congratulates San Francisco high school students on their acceptance into the California State Summer School for the Arts and salutes them as 1999 California Art Scholars.

4. Program Director's Report

Motion to accept budget revision in SOMARTS Fiscal Year 1998-99 Hotel Tax Funding allocation.

Discussion and possible motion regarding collaborative programming, planning and cash flow issues

CITY AND COUNTY OF
SAN FRANCISCO

5. New/Old Business

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RICHARD NEWIRTH
DIRECTOR OF CULTURAL AFFAIRS

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE
AGENDA

TUESDAY, MAY 11, 1999
4:30 P.M.

25 Van Ness Avenue, Suite 70
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SUITE 70

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EMAIL: SFAC@THECITY.SFSU.EDU

1 Chinatown Community Arts Program Update

2 WritersCorps Update

Motion to amend contract for Judith Tannenbaum from $10,000 to $16,500 to pay for development of WritersCorps Curriculum guide and meeting facilitation for WritersCorps teachers through September 1999.

Motion to approve payment of up to $16,000 to Somerset Printing for the printing of WritersCorps anthology and poster.

Motion to extend the following WritersCorps teachers' contracts through September 1, 1999 to teach creative writing classes at community sites and schools participating in the 1998-99 WritersCorps programs:

Cathy Arellano	$3300
Maiana Minahal	$1980
Kimberely Nelson	$3960
Alison Seevak	$3960
Marvin White	$3300
Lou Syquia	$3713

3 Arts Education Update

4 Program Director's Report

Motion to grant $1,000 from FY 1998-99 Festival Grant's budget to the SF Police Department for the Juneteenth Celebration at Boeddeker Park.

Discussion and possible motion regarding Programs for People eligibility for PIC application and inability to meet insurance requirements.

5 New/Old Business

CITY AND COUNTY OF
SAN FRANCISCO

25 VAN NESS AVE SUITE 240 SAN FRANCISCO, CA. 94102 TEL. 415.252.2590 FAX 415.252.2595

SAN FRANCISCO ARTS COMMISSION

RICHARD NEWIRTH
DIRECTOR OF CULTURAL AFFAIRS

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

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RICHARD NEWIRTH
DIRECTOR OF CULTURAL AFFAIRS

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COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING

CENTER FOR AFRICAN & AFRICAN-AMERICAN ART & CULTURE (CAAAC)

Tuesday, June 8, 1999 ◆ 4:30 p.m.
3RD FLOOR EXECUTIVE CONFERENCE ROOM
762 FULTON STREET between Fillmore & McAllister Streets; wheelchair accessible
SAN FRANCISCO, CALIFORNIA 94102 ◆ 415-928-8546 ◆ FAX 928-0466

PARKING	Available next to CAAAC
PUBLIC TRANSIT	MUNI lines 5 Fulton & 21 Hayes
FOR MORE INFORMATION	M. García, 415-252-2598

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CITY AND COUNTY OF SAN FRANCISCO

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Agenda

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

CENTER FOR AFRICAN & AFRICAN-AMERICAN ART & CULTURE (CAAAC)

Tuesday, June 8, 1999 ◆ 4:30 p.m.
3RD FLOOR EXECUTIVE CONFERENCE ROOM
762 FULTON STREET at Webster; wheelchair accessible
SAN FRANCISCO, CALIFORNIA 94102 ◆ 415-928-8546 ◆ FAX 928-0466

1 CHINATOWN COMMUNITY ARTS PROGRAM UPDATE

2 WRITERSCORPS UPDATE

Motion to receive $20,000 from Borders Books and Music for sponsorship of the Youth Poetry Slam League.

Motion to receive up to $70,000 from the Department of Juvenile Probation for WritersCorps support for activities with incarcerated or at-risk boys.

3 ARTS EDUCATION UPDATE

4 PROGRAM DIRECTOR'S REPORT

Motion to approve payment from Grants for the Arts for honoraria and reimbursement of public transportation, mileage, parking, and toll expenses, up to the per diem limits of the city, for Community Arts and Education's Programs in the Community (PIC) grant program panelists:

Rachelle Axel	207.50
Humberto Cintron	196.20
Daniel del Solar	240.28
Deedra Jackson	195.00
Sonia BasSheva Manjon	217.00
	$1055.98

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Discussion and possible motion to approve 99-00 Line Item Budget.

5 NEW/OLD BUSINESS

CITY AND COUNTY OF SAN FRANCISCO

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DIRECTOR OF CULTURAL AFFAIRS

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

AGENDA

TUESDAY, JUNE 8, 1999 ◆ 4:30 P.M.
CENTER FOR AFRICAN & AFRICAN-AMERICAN ART & CULTURE (CAAAC)
3RD FLOOR EXECUTIVE CONFERENCE ROOM
762 FULTON STREET at Webster; wheelchair accessible
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1 CHINATOWN COMMUNITY ARTS PROGRAM UPDATE

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3 ARTS EDUCATION UPDATE

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Discussion and possible motion to approve 99-00 Line Item Budget.

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5 NEW/OLD BUSINESS

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

AGENDA

TUESDAY, JULY 13, 1999
4:30 P.M.
25 Van Ness Avenue, Suite 70
San Francisco, California 94102

Canceled

1 CHINATOWN COMMUNITY AR PROGRAM PLAN

2 WRITERS CORPS UPDATE

Motion to approve honoraria for the following artists for Writers Corps
[illegible]

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[illegible] 400

4 ARTS EDUCATION UPDATE

4 PROGRAM DIRECTOR'S REPORT

5 NEW/OLD BUSINESS

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RICHARD NEWIRTH
DIRECTOR OF CULTURAL AFFAIRS

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

AGENDA

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4:30 P.M.
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1 CHINATOWN COMMUNITY ARTS PROGRAM UPDATE

2 WRITERSCORPS UPDATE

Motion to approve honoraria for the following panelists for Writers Corps teacher interviews:

Judith Tannenbaum	**$400**
Truong Tran	**$400**

3 ARTS EDUCATION UPDATE

4 PROGRAM DIRECTOR'S REPORT

5 NEW/OLD BUSINESS

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COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING

MISSION CULTURAL CENTER
TUESDAY, AUGUST 10, 1999 ◆ 4:30 P.M.
2868 MISSION STREET, SAN FRANCISCO, CALIFORNIA 94110 ◆ 415-821-1155

PARKING	on street
PUBLIC TRANSIT	MUNI lines 14, 42 and 26; 24th Street BART Station
FOR MORE INFORMATION	M. García, 415-252-2598

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DIRECTOR OF CULTURAL AFFAIRS

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COMMUNITY ARTS AND EDUCATION
PROGRAM COMMITTEE MEETING

MISSION CULTURAL CENTER
WEDNESDAY, SEPTEMBER 1, 1999 ◆ 4:30 P.M.
2868 MISSION STREET @ 24TH & 25TH STREETS
SAN FRANCISCO, CALIFORNIA 94110 ◆ 415-821-1155

PARKING	on street
PUBLIC TRANSIT	MUNI lines 14, 42 and 26; 24th Street BART Station
FOR MORE INFORMATION	M. García, 415-252-2598

Rescheduled

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

AGENDA

MISSION CULTURAL CENTER

WEDNESDAY, SEPTEMBER 1, 1999 • 4:30 P.M.
2868 MISSION STREET @ 24TH AND 25TH STREETS • 415-821-1155

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1 CHINATOWN COMMUNITY ARTS PROGRAM UPDATE

2 WRITERSCORPS UPDATE

Motion to enter into contract with the following WritersCorps teachers:

Kelvin Nivens	18,000
Russell Gonzaga	18,000
Ananda Esteva	18,000
Michelle Matz	18,000
	$72,000

Motion to pay the following up to $700:
Opportunity NOCs
Alumni Resources
Art Week

Motion to award Small Press Distribution (SPD) a grant in the amount of $13,500 for the WritersCorps Book Spot project.

Motion to pay the following WritersCorps guest artists up to $800:
Allen Sowelle, screenwriter
Mandjou Kone, dancer/performer/storyteller
Kim G., dancer/choreographer
E. W. Wainwright, musician
Maya Gonzales, visual artist

3 ARTS EDUCATION UPDATE

Motion to approve payment of up to $10,000 for a grant to the San Francisco Foundation Community Initiative Fund to support 1999-00 Arts Education Funders Collaborative activities.

Motion to approve Arts Education Organization Grants from Youth Arts Fund to the following organizations with grants of up to $5,000:
California Poets in the Schools
Leap . . . Imagination in Learning
New Conservatory Theatre Center
Performing Arts Workshop
San Francisco Arts Education Project
Streetside Stories
TILT (Teaching Inter-Media Literacy Tools)
Young Audiences of the Bay Area

4 PROGRAM DIRECTOR'S REPORT

Motion to award an additional $5000 for the 3rd Street Faire from Grants for the Arts to the SF League of Urban Gardeners (SLUG).

5 NEW/OLD BUSINESS

CITY AND COUNTY OF SAN FRANCISCO

25 VAN NESS AVE. SUITE 240. SAN FRANCISCO, CA. 94102 TEL. 415.252.2590 FAX 415.252.2595

TO: Honorable Community Arts & Education Program Committee
FROM: Liz Lerma & Ann Wettrich
RE: Arts Education Organization Grants Program
DATE: August 25, 1999

We have just completed the first year of the Arts Education Organization Grants program and received grant recipients final reports. Based on this information and on other data gathered from the field, we would like to propose that this program be continued as a pilot for two more years for the following reasons:

1) AEOG grant recipients are providing a wide range of arts education services to children, youth and families in San Francisco and are the primary source of these opportunities.

2) Further arts cutbacks in the SFUSD public schools are being made this year — affecting the funding available for arts education organizations to work in the schools. Despite the cutbacks, demand for arts education in the public schools is high. CAE staff and others involved in local arts education are meeting in several different forums to discuss long-term funding strategies. Our grants will provide support during this interim period of cutbacks and planning. At the end of pilot program period June 2001, we hope that the arts education funding crisis will be ameliorated and SFAC will then be able to re-evaluate arts education needs.

3) The AEOG program is the only dedicated funding source within the city for grants to arts education organization support.

4) The escalating cost of living in San Francisco places an increased need for funding on arts education organizations based in the city.

Our recommendation is reflected in the following motion for the September 1, 1999 agenda.

> **Motion to approve Arts Education Organization Grants from Youth Arts Fund to the following organizations with grants of up to $5,000:**
>
> **California Poets in the Schools**
> **Leap . . . Imagination in Learning**
> **New Conservatory Theatre Center**
> **Performing Arts Workshop**
> **San Francisco Arts Education Project**
> **Streetside Stories**
> **TILT (Teaching Inter-Media Literacy Tools)**
> **Young Audiences of the Bay Area**

This motion will expedite the grantmaking process, providing immediate support to arts education organizations as they grapple with the devastating SFUSD Elementary Arts Program cutbacks. The motion also allows the SFAC arts education staff to focus on raising more funds (utilizing our handsome new AEOG program brochure) for the next granting cycle in fiscal year 2000-2001. If funds are significantly increased, we can reinstate the panel selection process and re-examine granting and applicant criteria. At that time SFAC may want to consider widening guidelines to expand the applicant pool or increasing grant amounts to deepen support.

The open application process for 2000-2001 AEOG grants would begin in April 2000, with grants to be distributed in October 2000. At the end of the 3-year pilot program period in June 2001, the SFAC will have a clearer picture of the needs and resources of the field based on information and data collected through the program. We can then make an informed decision regarding whether or not to institutionalize the AEOG granting program.

Thank you for your continued support for arts education. Please feel free to call if you have any questions or wish to discuss this before the September 1 CAE committee meeting.

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Revised)

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

AGENDA

TUESDAY, OCTOBER 12, 1999 ◆ 4:30 P.M.
25 Van Ness Avenue, Suite 70
San Francisco, California 94102

1 CHINATOWN COMMUNITY ARTS PROGRAM UPDATE

2 WRITERSCORPS UPDATE

Motion to authorize the Director of Cultural Affairs to enter into a contract with Monkey King Media for design and maintenance fees for the WritersCorps webpage of the SFAC website not to exceed $9000.

Motion to pay Stuart A. Rosenthal up to $500 for audio recording of WritersCorps event.

Motion to authorize the Director of Cultural Affairs to enter into a contract with Valerie Chow Bush, WritersCorps Publications Coordinator, for an amount up to $35,000.

3 ARTS EDUCATION UPDATE

4 PROGRAM DIRECTOR'S REPORT

Motion to grant up to $3550 from 1999-00 Youth Art Fund for SOMA Youth Festival/Casa de Espantos.

Motion to pay Bob Hsiang up to $225 per day plus itemized costs for prints from Youth Art Fund carryforward funds for photography of PIC & festival grantee events.

Motion to pay Kevin Clarke up to $500 from Grants for the Arts carryforward funds for CAE brochure redesign and film separations.

5 NEW/OLD BUSINESS

Next CAE Committee Meeting is 4:30 P.M. November 9, 1999 at CCAP.

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COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE

MINUTES

OCTOBER 12, 1999 ◆ 4:30 P.M.
25 Van Ness Avenue, Suite 70 ◆ San Francisco, California 94102

Commissioners Present	Nery Gotico, Janice Mirikitani, Denise Roth
Commissioners Absent	Andrew Brother Elk, Steve Ishii
Staff Present	Carol Marie Daniels, Liz Lerma, Rich Newirth, Michelle García, Janice Hom, Ann Wettrich
Also Present	Shelley Bradford-Bell (BVOH director)

Commissioner Roth called the meeting to order at 4:50 P.M.

1 ARTS EDUCATION UPDATE

Ann Wettrich invited commissioners to the Arts Education Funders Collaborative (AEFC) reception 10/26/99 at Zeum 3:45-6:00 P.M. Ms. Wettrich gave an update of the funding status for arts education with SFUSD. The $657,000 Elementary Arts Program cut this summer by the Board of Education due to lack of funds is likely to be reinstated as a result of public outcry. Mayor Brown has recommended providing the necessary amount city funds to the district to salvage the program this year. The Board of Supervisors must approve his recommendation. The board's Labor and Finance Committee approved the allocation, and it now goes to the full board for likely approval.

The Elementary Arts Program provides up to $20 per student in art funds for each school. Schools may use 60% of the funds for artists-in-residence, 30% for supplies and materials and 10% for field trips. As a result of this arrangement, a new alliance has formed between the Mayor's Office, SFUSD, and the AEFC. The hope is to develop long-term funding strategies to stabilize arts education within the SFUSD. Supervisor Mabel Teng called a special meeting, to be held 6:00 P.M. 10/27/99 at Everett Middle School, 450 Church Street, asking for public feedback about long-term support for arts education programs in the schools.

Rich Newirth provided an update on state funding for the arts. Governor Davis vetoed a bill that would have allocated $1 per capita for the arts in California (the state is 43rd out of 50). Mr. Newirth noted that new commissioners, especially women of color, were needed in the areas of sculpture, theatre, and music.

2 CHINATOWN COMMUNITY ARTS PROGRAM UPDATE

Janice Hom reported that 290 people attended the opening *of Moonlight & Magic,* a children's art show that runs through 10/30/99. On 11/7/99 CCAP will host a chamber music concert with the SF Symphony featuring the Leon sisters. CCAP is also hosting the Chinese Folk Dance Association's concert, Melody of Youth, 11/14/99. Both concerts are at the Chinese Culture Center. On 11/13/99 the final visual art exhibit of the year will begin with *Book of Perceptions,* photographs by Chung Hoang Choung and poetry by Truong Tran produced during their 1999 trip to Viet Nam.

3 WRITERSCORPS UPDATE

Liz Lerma distributed new and returning teacher biographies and reported that WritersCorps staff were unable to attend the committee meeting as they were training new teachers on the first day of this year's program.

4 PROGRAM DIRECTOR'S REPORT

Liz Lerma and Carol Marie Daniels distributed audit reports from the controller's office to be reviewed at a special CAE Committee meeting tentatively scheduled for either 11/18/99 or 12/7/99 at 4:30 P.M. Ms. Lerma highlighted the essential sections of the report, the Results in Brief and the Recommendations. Michelle García will call absent commissioners to confirm the date.

Commissioner Mirikitani arrived at 5:15. A quorum was present.

Commissioner Gotico made the following motion: **Motion to authorize the Director of Cultural Affairs to enter into a contract with Monkey King Media for design and maintenance fees for the WritersCorps web page of the SFAC website not to exceed $9000.** The motion was adopted unanimously. Commissioner Roth suggested that CAE contract with the same vendor to insure consistency in website quality. Shelley Bradford-Bell invited commissioners to visit the BVOH website, www.bayviewoperahouse.org.

Commissioner Gotico made the following motion: **Motion to pay Stuart A. Rosenthal up to $500 for audio recording of WritersCorps events.** Ms. Lerma noted that WritersCorps has consistently recorded their events with the goal of developing a CD. The motion was adopted unanimously.

Commissioner Gotico made the following motion: **Motion to authorize the Director of Cultural Affairs to enter into a contract with Valerie Chow Bush, WritersCorps Publications Coordinator, for an amount up to $35,000.** The motion was adopted unanimously.

Commissioner Mirikitani made the following motion: **Motion to grant up to $3550 from 1999-00 Youth Art Fund for SOMA Youth Festival/Casa de**

Espantos. The motion was adopted unanimously.
Commissioner Mirikitani made the following motion: **Motion to pay Bob Hsiang up to $225 per session plus itemized costs for prints from Youth Art Fund carryforward funds for photography of PIC & festival grantee events not to exceed $7,200.** The motion was adopted unanimously.

Commissioner Mirikitani made the following motion: **Motion to pay Kevin Clarke up to $500 from Grants for the Arts carryforward funds for CAE brochure redesign and film separations.** The motion was adopted unanimously.

5 NEW/OLD BUSINESS

Shelley Bradford-Bell distributed invitations for Bayview Opera House's Board Member and Advisory Board Recognition Reception to be held at Maxfield's in the Sheraton Palace Hotel, 10/26/99 from 5:30 to 8:00 P.M. Ms. Bell also passed around flyers for a performance by Mid-Illinois Ballet and Tarasina Masi at BVOH/Ruth Williams Memorial Theater 2:00 P.M. 10/24/99.

Next CAE Committee meeting 4:30 P.M. November 9, 1999 at CCAP.

Commissioner Roth adjourned the meeting at 5:35 P.M.

Minutes submitted for approval by	**Minutes reviewed by**
Liz Lerma Community Arts & Education	Rich Newirth Director of Cultural Affairs

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Meeting Canceled: No Quorum

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING

AGENDA

NOVEMBER 9, 1999 • 4:30 P.M.
San Francisco Arts Commission
25 Van Ness Avenue, Suite 70
San Francisco, California 94102

1 CHINATOWN COMMUNITY ARTS PROGRAM UPDATE

2 WRITERSCORPS UPDATE
Motion to modify contract for events production expenses with WritersCorps Events Coordinator George Aguilar from $17,000 to $27,000 from DOCYF, Juvenile Probation, and general WritersCorps funds.

3 ARTS EDUCATION UPDATE

4 PROGRAM DIRECTOR'S REPORT

5 NEW/OLD BUSINESS
- Special CAE Committee meeting 4:30 P.M. December 7, 1999, 25 Van Ness.
- Regular CAE Committee meeting 4:30 P.M. December 14, 1999 at Chinatown Community Arts Program (CCAP), 750 Kearney Street, 3rd floor.

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COMMUNITY ARTS & EDUCATION PROGRAM COMMITTEE

SPECIAL MEETING AGENDA

DECEMBER 7, 1999 • 4:30 P.M.

Suite 330-A

San Francisco Arts Commission

25 Van Ness Avenue • San Francisco, California 94102

1 REVIEW CONTROLLER'S CULTURAL CENTER AUDITS

- South of Market Cultural Center/SOMArts
- Bayview Opera House
- Mission Cultural Center for Latino Arts
- Center for African & African American Art & Culture

2 NEW/OLD BUSINESS

- Next CAE Committee meeting 4:30 P.M. December 14, 1999, at Chinatown Community Arts Program Gallery, 750 Kearney Street, 3rd floor.

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Meeting Canceled:
No Quorum

COMMUNITY ARTS AND EDUCATION PROGRAM COMMITTEE MEETING AGENDA

DECEMBER 14, 1999 ◆ 4:30 P.M.
Chinatown Community Arts Program (CCAP)
750 Kearney Street, 3rd floor of Holiday Inn
415-957-1146

1 CHINATOWN COMMUNITY ARTS PROGRAM UPDATE

2 WRITERSCORPS UPDATE

Motion to pay Victor Cartenga up to $1000 for services as guest artist for WritersCorps training program from DOCYF funds.

Motion to authorize the Director of Cultural Affairs to enter into a contract with Cynthia Bowman for an amount up to $7000 from Juvenile Probation funds.

Motion to authorize the Director of Cultural Affairs to enter into a contract with Bill Prochnow for anthology design and cover art for an amount up to $6000 from DOCYF funds.

3 ARTS EDUCATION UPDATE

Motion to approve a grant of up to $7000 from Youth Arts Fund carryforward funds to the Every Child Can Learn Foundation in support of the San Francisco Second District PTA's Parent Education in the Arts Project contingent upon submission of completed application.

4 PROGRAM DIRECTOR'S REPORT

5 NEW/OLD BUSINESS

- Next meeting 4:30 P.M. January 11, 1999, Suite 70, 25 Van Ness Avenue.

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